

Job Title: Contract Manager (m/f/d)

Date Prepared: May 2023

Reports to: Vice President Contracts USG Compliance & Security and the Managing Director in Kaiserslautern

Job Purpose

AEC is looking for an experienced Contract Manager to support our growing European business opportunities. This is a hybrid work role (remote and on-site work with travel) with a place of work at our CirComp GmbH business in Kaiserslautern, Germany. This individual will technically report to the Vice President, Contracts, USG Compliance & Security in the United States and disciplinary to the Managing Director in Kaiserslautern. The individual will work closely with the U.S. Contracts Management team, our European Business Development team, and the CirComp GmbH business to support all necessary proposal and contract management duties for our European commercial aerospace, defense, and Research and Technology proposals, agreements and customer contracts.

Job Responsibilities

In the performance of their respective tasks and duties all employees are expected to conform to the following values: Safety, Fact Based, Accountable, Respectful, Persistence and Ethical. Put Safety first at all times, never compromise on safety for the obtainment of other objectives. Responsible for health and safety of themselves and coworkers.

- Drafts, reviews, negotiates, and administers various types of complex contractual agreements, such as long-term supply agreements, general terms agreements, purchase orders, non-disclosure agreements, technical collaboration agreements, and teaming agreements.
- Specifies all contractual guidelines to be followed during proposal preparation.
- Analyzes terms and conditions in solicitations and identifies all elements of business risk.
- Provides guidance to management regarding proposed contract liability, terms and conditions and compatibility with established company practices.
- Obtains legal advice regarding contracts as required.
- Ensures that any exceptions to customer's requirements are clearly spelled out in all proposals.
- Ensures that proposals are in compliance with any applicable European laws/regulations and company policies.
- Provides follow-up support and participates with customers in proposal reviews. Assists customer representatives in their fact-finding review and audit of the proposal supporting data.
- Supports the negotiation team, working with the team members and management to develop sound negotiation strategy.
- Ensures that the contract document precisely reflects the terms of the negotiated agreement.
- Represents the company in contractual communications with the customer, both written and oral.

- Ensures the Company proprietary rights in data are protected.
- Manage contract compliance activities throughout the life of the contract.
- Maintains cognizance of contract performance progress.
- Monitors funding and delivery status during term of agreement.
- Maintains contract value used in all quarterly financial reporting.
- Manages all change activity. Submits and negotiates all changes and claims with the customer.
- Initiates necessary actions to expedite customer acceptance and payment.
- Advises management of possible problems and notifies customer after coordinating with appropriate departments.
- Administers contract closure by coordinating with operating departments to assure proper disposition of Government or customer property and informs management of any potential liabilities.
- Maintains official records file as required by company policy, contract terms, and other government regulations or law.
- Performs other associated departmental duties as assigned, including but not limited to departmental policy development, department representation on committees, recommendations for improvement and contractual presentations.

Qualifications/Characteristics

- BA/ MS degree in business administration/industrial engineering or comparable qualification.
- 5+ years of experience in contract administration/contract management. Experience with European defense contracts and with government and commercial contracts desirable.
- Experience with composite aircraft structures or other complex aerospace structures or systems desirable.
- Leadership experience in mentoring and implementing best practices for individual team members desirable.
- Willingness to travel (approx. 25%) throughout Europe and to the US required.
- Experience in consulting and communicating with management.
- In-depth knowledge of European commercial principles and regulations.
- Sound understanding of complex contractual terms and conditions.
- Ability to strategically draft and negotiate contractual agreements.
- Strong analytical skills and solid business acumen.
- Proven capability to develop new and creative approaches in negotiating and managing contracts.
- Very good knowledge of German and English, both written and spoken.
- Ability to work independently, charismatic demeanor, and IT skills are basic requirements.
- Ability to work in a team.

Working Conditions

The position is permanent and full-time, 40h/week. The position is hybrid and the place of work on the site in Kaiserslautern, Germany.

We offer

- Attractive compensation and a bonus program
- Flexible working hours with mobile working option
- Educational Assistance Program and training opportunities
- Health promotion program
- Annual company events
- A challenging job with a high level of personal responsibility
- Free employee parking
- A modern company structure with a family atmosphere
- Free coffee and mineral water

Contact

Become part of our strong team. Send us your complete application documents including your salary requirements and possible starting date to ksn.bewerbung@albint.com. We look forward to receiving your application.

If you have any further questions, please do not hesitate to contact our HR Manager Isabelle Castillo at +49 6301/ 71520 or isabelle.castillo@albint.com.

Data protection notice

By sending us your application, you agree to the privacy policy on our website <https://www.circomp.de/datenschutz.html> and the processing of your personal data.