

CONTRACTS MANAGER (SAN FERNANDO VALLEY)

The executive recruiting firm of Saenger Associates has been exclusively retained to confidentially search for a **Contracts Manager** for a **small, entrepreneurial organization in the manufacturing industry of aerospace products**. Our client has developed breakthrough technology products that are delivering strong growth which are expected to accelerate in the next several years.

DESCRIPTION

- Reporting to the head of the Sales Department, the Contracts Manager will have outstanding leadership and interpersonal skills to guide and motivate his/her team
- Responsible for the administration, coordination, and/or quotation of designated customer purchase orders and contracts
- Negotiates and coordinates additions, deletions and modifications to contracts
- Participates in developing contract policies and procedures
- Administers the details of purchase orders and contracts for assigned customers, terms and conditions and related matters
- Provides interface and coordination between company personnel and the customer contact for appropriate resolution of issues, decisions and related contractual matters
- Responsible for the administration of all export compliance requirements and procedures
- Supports internal export compliance audits and assessments
- Serve as ITAR empowered official and Compliance Manager

REQUIREMENTS

- Bachelor's degree required
- At least 10 years directly related work experience with 5 years in a leadership role performing contract negotiations and administration in a manufacturing environment within the aerospace industry
- Strong contract negotiation and administration experience required
- Excellent verbal, written and customer service skills a must
- In depth understanding of and experience in export functions including ITAR licensing; export experience a plus
- Must be a US Person as defined by ITAR

COMPENSATION

This position offers an attractive compensation package, including participation in an equity plan, thus sharing in the value the team will collectively create.

We welcome your suggestions or referrals. For consideration, please email your resume with current compensation, in strictest confidence, to jobs@saengerassociates.com.