



**Trabus Technologies**  
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## **Subcontracts Administrator**

Full Time Position – San Diego, CA Location  
Active Secret Clearance Required / Top Secret Clearance desired  
Compensation Dependent on Experience and Education

### **Position Description**

TRABUS is seeking a Subcontracts Administrator with a strong subcontracts/procurement background and solid understanding of government procurement regulations (FAR) as well as knowledge of commercial processes and procedures. Candidate must possess experience in negotiating terms and conditions, proposal analysis and price negotiations and subcontract file documentation. Candidate must be a quick study, self-starter, self-directed individual with proven ability to multi-task and handle a variety of tasks of varying degree of complexity. Candidate must also be a team player with a great customer service attitude and the skills and experience to effectively work with program managers, engineer and legal to achieve collaborative results.

### **Responsibilities**

- Conduct negotiations during program bid phase and for equitable adjustment requests.
- Draft, review and issue purchase order in accordance with established policies and procedures
- Manage relationships between subcontract suppliers
- Conduct monthly reviews to assist in managing technical, schedule, quality and financial performance via review of applicable metrics
- Analyze technical, schedule, quality and financial performance of the subcontract supplier
- Establishment and tracking, reporting and variance analysis of subcontract supplier performance
- Negotiate, establish, and monitor payment terms, to include the review, processing and payment of subcontract supplier invoices
- Ensure subcontract supplier compliance with public law, company policy and procedures

### **Qualifications**

- Bachelor's Degree in business related field required.
- 5-10 years subcontract/procurement experience in both commercial and government environments. Recent subcontract administration experience in the government space desired.
- Minimum Secret clearance required to be considered for position. TS clearance is desired. Candidate will be required to apply for and obtain a TS security clearance within the normal government security clearance approval cycle.
- Knowledge of Oracle business system and experience reviewing and negotiating software licensing terms/ issue spotting desirable.

To apply, e-mail Matt Sandberg @ [matts@trabus.com](mailto:matts@trabus.com) with resume and salary requirements.

(Trabus Technologies is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin)