Busch LLC & Busch Semiconductor Vacuum Group LLC

Project-Contract & Compliance Coordinator

Department: Executive/ Contracts
FLSA Status: Exempt

Grade/Level:

Job Type: Regular
Work Schedule:
Day shift M-F

Job Status: Full Time
Reports To: Contracts & Compliance Supervisor
Amount of Travel Required: 10% Domestic, Local
Positions Supervised: None

POSITION SUMMARY

The Contract & Compliance Coordinator, provides strong leadership, utilizing knowledge of industry best practices and most current development in contract administration, company and pricing compliance to effectively coordinate the negotiation and completion of contracts to mainly include customer and vendor agreements, both government and commercial.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Provides regular reporting to senior management on contract and compliance issues and assists senior management on other business related issues
- Neccessitates a high amount of customer interaction, to include; interfacing with customer to discuss terms and conditions and/or to discuss purchase agreements
- Participates in the preparation and analysis of pricing policies, pricing agreements and agreements of sale
- Prepares and reviews and/or negotiates Sales Agreements, Non-Disclosure Agreements (NDA's), On-Site Work Agreements, Supplier Information Forms, Government Certification Forms and various other contract/pricing initiatives to support company objectives
- Reviews and resolves all issues effecting company compliance and ensures satisfaction of legal requirements, company and customer objectives
- Serves as contract subject matter expert, in coordination with legal contracts, advises management of contractual rights and obligations and provides interpretation of terms and conditions

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability & Dependability - Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- Accuracy - Ability to perform work accurately and thoroughly.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality - Integrity and discretion required due to the high level of confidential business related information handled.
- Customer Oriented - Ability to serve both external and internal clients by focusing effort on meeting client's needs, understanding their concerns, and seeking to build trust.
- Decision Making & Judgment - Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation of information.
- Safety Focus - Adheres to all workplace and trade safety laws, regulations, standards, and practices.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school) Required, Field of Study: Contract Management or similar field

Experience: 3 plus years of experience in Contract Administration: Preferred

Experience as a Paralegal/legal interface: Preferred

Experience reading, reviewing and negotiating commercial contract documents: Required

Strong knowledge and aptitude in the following areas: Accounting, Contract Management, Contract Negotiation, Data Analysis, Financial Analysis, Legal Compliance and Procurement: Required

Knowledge of Federal Acquisition Regulation (FAR), Defense Federal Acquisition

Regulation (DFAR), Code of Federal Regulations (CFR) and other related regulations: Preferred

Computer Skills: Proficient in Microsoft Office, prior experience with ERP (Enterprise Resource Planning) and CRM (Customer Relationship Management) systems: Preferred

Certifications & Licenses: Must maintain a valid Driver's License that meets Busch insurance standards

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		**Lift/Carry**	
Stand	F	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	C	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	N	**Push/Pull**	
Crawl	N	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	C		

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Negotiations, meetings
- Ability to wear Personal Protective Equipment (PPE) - All other as required
- Ability to wear Safety glasses

WORK ENVIRONMENT

Heated and air conditioned office and manufacturing environment

Employee Signature: _____ Date: _____

Manager Approval: _____ Date: _____

HR Approval: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.