Our client, a premier innovator and one of the Aerospace industry's leading designer, manufacturer and integrator of some of the world's most advanced hydraulic systems is seeking a **Sr. Contracts Administrator** for operations in Los Angeles, California. Due to the nature of their business, employee must be either a US citizen or an alien lawfully admitted for permanent residence.

**Primary Function:**
Reporting to the Manager of Contract Administration, this position is the voice of the customer, and serves as the liaison with customers.

**Responsibilities of Position:**
- Prepare, monitor, coordinate communication action plans to facilitate delivery schedules, adhere to customer requirements, and develop negotiation plans
- Prepare and deliver presentations to customers and management
- Must have the ability to balance all aspects of a fast paced job where multi-tasking is the norm and problem resolution is key to success.

**Pricing**
- Receives and initiates technical review of all momentum business bid requests and directs action required from each technical support department
- Prepares required contractual and agreement background data and negotiates major contracts
- Coordinates proposal quotation cost and sell price factors with Unit’s Controller and Marketing Management to insure that warranties, liquidated damages, penalties, deferred billing, stocking charge, etc. are understood and properly controlled by all departments

**Customer Order Maintenance**
- Maintains personal, phone and written communication with customers and Field Sales Staff relative to contract issues, status of orders, and general Marketing trends applicable to his/her account assignments.
- Maintain a 12 –24 month sales forecast for all major accounts
- Provide order status to customer and coordinate recovery plans for all delinquent customer orders if needed
- Coordinate root cause and corrective action plans for all delinquent customer orders
- Ensure customer P.O. requirements are aligned to MRP demand
- Resolve outstanding customer payment issues
- Work with Program Management transitioning developmental programs to production programs
- Maintain custody of all contractual documents

**Presentations**
- Provide monthly status for all major accounts to the Leadership Team
- Coordinate and present Customer Program Reviews

**Experience/Education:**
- 3 - 5 years experience in closely related work preferably Aerospace
- Have knowledge of FAR, DFAR and procurement regulations.
- Excellent communication skills with internal and external customers.
- Working knowledge of a MRP system
- Experience in program management.
- Must be strongly customer oriented.
- Team player with strong communication skills and a positive attitude.

For confidential consideration please Email your resume to:
**Willie Tucker**: willie@newmantuckergroup.com
**Fax**: (602) 595-1550