

FIBERTEK, INC.

AN ADVANCED PHOTONICS COMPANY

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HERNDON, VA 20171
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Subcontracts Administrator

Would you enjoy working with a collaborative team of professionals to ensure compliance with contracting policies and procedures in accordance with federal regulations, company policies and procedures? Fibertek is looking for a Subcontracts Administrator to join their department at their Herndon, VA location. You will embrace team atmosphere while empowered to make decisions in your area of expertise.

Your Job

As a Subcontracts Administrator, you will be responsible for assisting the Subcontracts Manager in the management of subcontracts across all divisions. You will support daily operations of the subcontracts department, ensuring adherence to processes, procedures, company policy, FAR/DFARS/Agency Regulations, and legal/ethical requirements. The position involves knowledge and understanding of procurement best practices by supporting all procurement activities (commercial and non-commercial) from initial identification of procurement requirements through development of solicitation packages, proposal evaluation, price/cost analysis, purchase order construction, negotiation, and close-out. The Subcontracts Administrator will ensure that procurement files are detailed and audit ready, while monitoring supplier performance and implementing corrective actions as required. You will enter and maintain information in Costpoint financial system. Your manageable workload will include daily customer support and interaction with government project leads/program managers, contracting officers and contracting officer's representatives. Specific communication includes task funding and period of performance actions, scope changes, subcontractor issues/problem solving, security requirements, funding inquiries, government property, status reports and general contract support. You will establish subcontract negotiation objectives; provide final decisions on deviations from standard provisions and identify, mitigate, and resolve execution risks.

Required Skills and Experience

To succeed in this Subcontracts Administrator role, you will need the below expertise and experience:

- Understanding of U.S. Government Contract flow-down clauses.
- Working knowledge of standard concepts, rules, regulations, and practices relating to U.S. Government Contracting, including familiarity with the FAR, DFARS, Contractor Purchasing System Review (CPSR) requirements.
- Ability to support multiple projects simultaneously.
- Excellent writing and communications skills are essential.
- Must be proficient in Microsoft Excel and Microsoft Word.
- Must be self-motivated and detailed oriented, have excellent customer service skills, and be able to work independently or as part of a team. Candidate must possess strong analytical, oral, and excellent written communication skills as well as negotiation skills.

Please apply today for this Herndon-based Subcontract Administrator role. You must hold US Citizenship.

Why Fibertek, Inc?

At FIBERTEK, Inc. we pride ourselves in our innovation and customer success focused culture enabled by a creative and relaxed work environment with minimal bureaucracy. Fibertek fosters a progressive learning environment that values inspiration, promotes professional challenge and encourages personal growth. We offer a competitive and incentivized compensation package with excellent benefits.

Fibertek, Inc. is an equal opportunity and affirmative action employer. Applicants are considered regardless of race, sex, gender identity, sexual orientation, religion, national origin, disability, protected Veteran status, age or any other protected characteristic in accordance with applicable law.

If you need assistance or an accommodation for any part of the application process, please contact us by phone at 571-299-4487 or via email at hr@fibertek.com.