

At Physical Optics Corporation you will work with "technologies that make a difference". We create a unique opportunity for the right kind of people, with over 40 technologies, 92 US patents, 7 licensing agreements and 6 spin-off companies. POC is a private, employee owned company and offers a competitive salary, full benefits, medical package, an ESOP (employee stock ownership plan), 401K, and a special working environment that will utilize your talents. We are proud of the fact that over 150 POC employees have been promoted or taken positions with our spin-off companies.

At POC, you can pursue the career you have always imagined!

We are currently searching for a **Senior Contracts Administrator** to join our *Finance and Administration* team. The Sr. Contracts Administrator is responsible for managing SBIR contracts, negotiating contract terms and conditions. Typically handles routine or standard form contract agreements and related documentation in accordance with established contract policies and procedures. Experience in Federal contract administration a plus.

Specific Responsibilities:

- Interface directly with Government contracting officials.
- Manage all aspects of multiple contract types, FFP and CPFF
- Prepares backup documentation for proposal negotiations
- Assuring contract compliance
- Advises management of contractual rights and obligations
- Review and/or prepare modifications, extensions, and contract closeout documents
- Prepare and distribute reports on contract performance
- Prepare statistical contract data as required
- Maintains contractual historical data
- Maintain Government Property under UID procedures
- Maintenance of accurate contract records and files
- Tracking and analysis of contract compliance both internally and externally
- Ensures company policies and procedures are followed

Education, Experience, Skills:

AA or BS degree plus 5 to 7 years general business or contract-related experience. Proficiency in MS Excel, MS Word, Adobe Acrobat. Working knowledge of database software, Filemaker Pro a plus. Ability to work with internal employees and external customers in person or on the phone to resolve a variety of contracting issues. Ability to work with all levels of management and provide direction to other departments as needed. Excellent written and verbal communication skills a must. Ability to draft clauses and correspondence.