

# Contracts Administrator

A growing back office support company with a heavy concentration in providing support to government contractors is seeking an energetic, well-rounded, part time Contracts Administrator for a fast paced, deadline-driven environment. The Contracts Administrator will work under the direction of the Director of Contracts. He or she will be responsible for preparing, analyzing, negotiating, and revising our clients' contracts, teaming agreements, non-disclosure agreements, and other agreements typically used in the government contracting industry. The Contracts Administrator will also be responsible for applying the Federal Acquisition Regulation (FAR) clauses. Compensation is based on relevant experience.

## **Qualifications:**

- 1) 2 to 5 years related experience in contract administration (experience in government contracting is preferred);
- 2) Undergraduate degree in business administration, contracts administration, or a National Contract Management Association certification (CPCM, CCCM, CFCM), may be used in lieu of the experience requirement;
- 3) Proficiency with Microsoft Suite;
- 4) Excellent oral and written communication skills

*Offices are located in Annapolis Junction and New Market, MD.*

**Please send resume and salary requirements to  
[Careers@Ashton-gs.com](mailto:Careers@Ashton-gs.com).**