



1150 McBride Avenue
Little Falls, New Jersey 07424-2500
Tel. (973-785-6000)
Fax (973-785-6255)

Senior Contracts Administrator

Responsibilities:

- **Evaluates Requests for Proposal/Quotation**
- **Interprets contract terms and conditions**
- **Negotiations contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.**
- **Monitors contract performance and assures compliance to contract requirements**

Qualifications:

- **Four year degree, preferably in Business Administration**
- **At least four years contract administration experience in aerospace and/or defense industry**
- **Export license experience desired**
- **Knowledge of procurement policies and procedures, including the Federal Acquisition Regulations required**
- **Must be eligible for DOD Security Clearance**

KEARFOTT CORPORATION
Guidance & Navigation Division

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