

## **Contracts Specialist**

Sporian Microsystems, Inc. is currently looking for an individual to develop and support internal contract and regulatory compliance systems in the following areas:

- Customer contract terms and deliverables
- Purchasing/subcontracting contract terms and deliverables
- Property control
- Intellectual property control

Key responsibilities include:

- Prepare, revise, and verify contracts and subcontracts throughout the company
- Maintain auditable compliance files including original documents, all correspondence, changes/deviations, amendments, clarifications, payment schedules, and proof of compliance
- Support response to Government information requests including audits, contract reviews and contract close outs
- Monitor contract performance including compliance with terms and conditions
- Support maintenance of internal controls to ensure compliance with contract terms and conditions
- Monitor efficiency, effectiveness, and compliance of internal control systems

In addition to the above activities, this position is expected to work closely with project managers and other engineers/technical staff, customers, and suppliers. Sporian will consider a broad array of candidates with diverse backgrounds and select a candidate that provides the best overall fit for the varied needs of the company.

### **Education and Experience Preferences:**

Pre-law, business, management, information systems, accounting, finance or a related discipline and three years of experience addressing legal or regulatory requirements.

### **Required Skills/Qualifications:**

- Excellent writing skills
- Excellent verbal communications skills
- High level of attention to detail
- Work well in a time sensitive environment
- Highly proficient with MS Word, MS Excel, and Adobe Acrobat
- Desire to make significant contributions in a multi-disciplinary team environment
- Ability to quickly transition between disparate efforts and responsibilities
- This position requires work on DoD contracts that require US Citizenship status

### **Additional Expectations:**

- Self-motivated
- Self-starter

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- Detail oriented
- Flexible
- Multi-tasking
- Team player
- Life-long learner
- Customer oriented
- Proficient with Internet

**Physical Context/Work Environment:** Sporian Microsystems, Inc. is conveniently located in Lafayette near to US-287 in Boulder County, and close to Broomfield, Louisville and Erie. Work is typically conducted in an office environment with travel locally and domestically with infrequent international travel.

If you are interested in this job opportunity, please email a cover letter that describes how your skills and experience fulfill the above requirements along with your resume to [cs1804@sporian.com](mailto:cs1804@sporian.com) and reference: W – Contracts Specialist in the subject line

We are an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, or national origin.