

CAPE, Inc. (www.cape-inc.com) provides services in these key areas: Environmental Remediation, Construction, Fueling Systems, Specialized Services for the Dept. of Energy, Operations and Maintenance and Munitions and Explosives of Concern/Military Munitions Response.

Headquartered in Atlanta, GA with offices throughout the U.S., CAPE is recognized by clients for superior service.

CAPE has immediate needs for staff to support our new NAVFAC Pacific Small Business Remedial Action Contract (PACRAC or SB RAC).

Our **Honolulu, Hawaii** office seeks a qualified Contracts Administrator to support the cost reimbursable NAFVAC PACIFIC RAC prime IDIQ contract and execution of task orders.

Responsibilities include:

- Provide cradle to grave administration of prime task orders and all subcontracts in support of CAPE's Western Regional US offices (and other offices as assigned).
- Oversee the solicitation process required to secure key Teaming Subcontractor and specialty subcontractor and material supplier quotes in support of competition and price reasonableness of proposed costs include in CAPE's task order and other project proposals to our Customers.
- Ensure CAPE remains compliant with the prime IDIQ contract terms and conditions, the FAR and DFAR, and CAPE internal business policies during project execution.
- Support various project managers in the procurement planning processes and draft the solicitations for complex and large dollar subcontracts and/or design/build, or design fabrication of equipment procurements.
- Draft fixed price construction and fixed unit rate and cost reimbursable type professional services subcontracts using CAPE standard templates; review and draft teaming agreements and IDIQ type MSAs, and negotiate and administer key subcontract terms to avoid CAPE's exposure to contractual and third party risk.
- Administer both cost-reimbursable and fixed price contracts.
- Extrapolate and disseminate flow-down provisions in subcontracts.
- Assure that subcontract award information is entered into the accounting system.
- Review and approve subcontractor invoices.
- Interface with CAPE's Project Management, Project Controls and Accounting functions.
- Develop and support sound relationships with subcontractors.
- Track and achieve continuous improvement to small business outreach and mentoring efforts.
- Understand and provide guidance and interpretation of compliance with FAR and DFAR clauses; support the Director of Contracts to draft policy and procedures as needed; draft peripheral contracting documents such as rights of entry, confidentiality agreements, etc.
- May supervise, train and mentor direct reports and other CAPE staff to improve the professional contracting skills of the organization.
- This is a "hands-on" management position requiring direct administration of regional and contract specific duties as delegated by the Director of Contracts & Procurement.
- Work will involve participation as a member of the project operations teams, supervision of junior procurement personnel, both office and site-based activities, and advisory, planning and document drafting support to personnel at all levels.

Minimum Work Experience Requirements:

- Seven (7) years overall experience in contracts and subcontracts administration;
- 5 years contracts administration and procurement for a Government Contractor;
- 3 years contracts administration and procurement of construction and services subcontractors that involved construction, demolition and environmental remediation projects in a cost reimbursable prime contract environment.

- Navy and International contracting experience a plus.

Minimum Education & Training Requirements:

- Bachelor's Degree in Business Administration, Industrial Engineering or related discipline required;
- Eight (8) hour course or seminar in Subcontract Administration or Procurement and an eight (8) hour course or seminar in Government Contracts Administration or Government Job/Cost Accounting or Procurement and Construction contracting.
- Relevant certifications desired.
- Working experience with Microsoft Office including Word and Excel.
- Directly related experience may be considered in lieu of education requirements.

Minimum Physical Requirements:

- Candidates must successfully pass standard CAPE pre-employment physical, drug and background screens;
- Must have the ability to travel as needed to other CAPE offices.

CAPE offers a competitive salary and comprehensive benefits.

Candidates MUST meet minimum experience/education/training and physical requirements to be considered.

Please submit your resume and cover letter directly to our web site at www.cape-inc.com. Follow the "Careers" link to the Contracts Administrator position and apply online.

No phone calls please.

CAPE is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, or veteran status in admission or access to, or treatment of employment in its programs or activities.