

SENIOR CONTRACTS ADMINISTRATOR

Requisition Code:	2010-012	Location:	Hauppauge, NY
Type of Position:	Full Time	FLSA Status:	Exempt
Date of Posting:	06/25/2010 11/12/2010	Internal Application Expiration Date:	Open Until Filled
Relocation:	Yes	Company:	GSI

Globecomm Systems, Inc. is a worldwide systems integrator and managed network service provider. We provide end-to-end managed services to meet the communications needs of organizations around the world.

Globecomm makes one vital commitment to our customers: that the solutions we provide will work, no matter what. Founded by engineers, **Globecomm** provides services and products supported by one of the industry's largest in-house engineering staffs. We deliver systems and services anywhere in the world, under any conditions. From secure military applications to wireless networks and broadcast origination centers, our worldwide team gets it done.

The **Globecomm** team is a group of exceptional individuals who are committed and passionate about the future of the Company. As we continue to grow; we look for talented individuals like you to join our team.

SUMMARY:

Will support project teams during contract period with submission of ECPs, resolution of contract issues, and negotiation of contract changes.

PURPOSE AND MISSION:

- Review, edit, draft and negotiate all varieties of contracts, including sales contracts, nondisclosure agreements, teaming agreements, and memorandums of understanding.
- Edit draft contracts as required to mitigate risks; complete compliance tables as appropriate for proposals.
- Provide project team with summary of contractual requirements that may impact cost or schedule.
- Provide cover letters, representations & certifications, and other required documentation for proposals.
- Training and support to junior members of the Contracts team.
- Provide project team summary of contract terms that require flow-down into subcontracts.
- Execute special projects, as requested by and under the direction of Contracts Management.

REQUIREMENTS AND QUALIFICATIONS:

- Bachelor's degree in business, management, communication, or other applicable field.
- Five to ten years as a Contracts or Subcontracts Administrator.
- Must be able to work independently and handle multiple projects at one time.
- Must have attention to detail, excellent organizational skills, and excellent communications skills.
- Must be able to work well in a team environment.
- Proficiency in MS Office Product Software (especially Word, Excel and Outlook) are required.
- Foreign language proficiency is not required, but is desired.
- J.D. not required, but is a plus.

GLOBECOMM offers an exceptional compensation package and a world-class range of benefits!

Interested and qualified candidates should apply on-line at: www.globecommsystems.com

Globecomm is an equal opportunity/affirmative action employer. We consider all applicants for positions without regard to race, color, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly

protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

If you are a disabled individual or disabled Veteran and require a reasonable accommodation in applying for any posted position, please contact us at (631) 231-9800.