

HPM Corporation Job Posting



OPEN POSITION: Subcontracts Administrator
CONTRACT: Hanford Occupational Medical Services Clinic
CLASSIFICATION: Clinic Full Time, Exempt
POSTING PERIOD: October 25, 2022 – Until Filled

POSITION SUMMARY:

HPM Corporation (HPMC) is seeking an experienced Subcontracts Administrator that will support the Business & Contracts Team with the administration of subcontracts under active IDIQ, Cost-Plus and Fixed Price Prime Contracts in accordance with HPMC's procurement policies and procedures.

POSITION RESPONSIBILITIES:

1. Manages, performs, and administers subcontracting functions for services.
2. Coordinates with required departments during subcontract solicitation and on an as needed basis during contract administration.
3. Researches and prequalifies subcontractors prior to solicitation distribution.
4. Prepares, issues and manages subcontract solicitations.
5. Works directly with subcontractors and customers to ensure procurement of specific needs/requirements.
6. Receipt of proposals, proposal evaluation, and conclusion of the award recommendation processes.
7. Negotiates and processes Change Notices, Change Orders, Amendments and Closeouts.
8. Responsible for all subcontract administration functions ranging from focal point for receipt/issuance of subcontract award and correspondence, monitoring subcontractor performance and deliverables, processing changes and issuing administrative contractual remedies, support invoice processing, interacting with other Department Managers.
9. Experience in "Cradle-to-grave" subcontract administration.
10. Ensures compliance to HPMC Procurement Procedures, FAR Flow downs and Regulations.to prepare, award, and administer subcontracts.
11. Experience working with Services Contract Act.
12. Works with subcontractors to develop a recovery plan, if determined necessary.
13. Maintenance of subcontract files in electronic media.

ESSENTIAL SKILLS & EXPERIENCE:

To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

- Bachelor's degree in Accounting, Finance or Business-related field or an equivalent combination of education and experience.
- Minimum of 2 years' experience administering Government Purchase Orders and/or Subcontracts.
- Must be familiar, comfortable, and confident with a high-paced environment.
- Strong organizational skills, as well as excellent oral and written communication skills.
- Ability to work with little supervision and apply sound judgment to problem solving.
- Possess general knowledge of Federal Acquisition Regulation (FAR) / Department of Energy Acquisition Regulation (DEARS) and other associated Federal Contracting regulations.
- Ability to multi-task and make decisions in a timely manner.
- Documents all files in a CPSR compliant manner.
- Demonstrated proficiency with computers.

SUPERVISION RECEIVED: This position reports to the Subcontracts and Procurement Manager.

SUPERVISION EXERCISED: This position does not directly supervise any employees.

TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone and other such office equipment as necessary; may occasionally move and/or lift up to 25 pounds. Ability to drive to various project sites and offices is required; specific visual abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Mental limitations:* Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner.
- *Work environment:* Work will mainly be performed at the HPMC Hanford Occupational Health Services Clinic and will involve frequent contact with other HPMC and project employees, customers, clients, representatives and vendors; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local and domestic travel may occur; the noise level in the work environment is usually minimal.

Although this position is open until filled, qualified applicants that apply by December 31, 2021, will be given first consideration.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities. Women, Minorities, Veterans, and Individuals with Disabilities are encouraged to apply. We are an Affirmative Action and Equal Opportunity Employer. HPM Corporation is a VEVRAA Federal Contractor

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HPM Corporation is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.