



We may well be the coolest robotics company you've never heard of!

Avior, a sister company to Honeybee Robotics, is seeking a **Contracts Administrator** for our Longmont, CO facility

Position Summary:

The Contracts Administrator manages and administers contractual agreements with Aerospace & Defense customers.

Responsibilities:

- Ownership of the lifecycle of assigned contracts from order creation to contract closeout
- Coordinate with Program Managers to create negotiations plans and negotiate terms and pricing for contract modifications
- Working with customer and operations to facilitate customer furnished product requisitions and disposal
- Serve as primary liaison between Avior and its customers and maintain a formal record documenting Avior's contractual commitments that incorporates all agreed-to clarifications and exceptions
- Provide current and accurate Representations and Certifications to Avior's Customers
- Review and reconcile Customer contract awards against Avior Change Proposals
- Represent contracts administration organization with peer organizations and customers to develop plans, organize work, negotiate terms, monitor progress, and resolve problems
- Create and maintain documents in ERP system
- Invoicing and Assisting in collection and mitigation of past dues
- Position performs and/or oversees a variety of associated administrative/staff support activities, some of which require excellent knowledge and skills such as database management and Microsoft suite

Required Experience, Skills and Education:

- US Person (US Citizen or Permanent Resident)
- Requires a Bachelor's degree preferably in business, finance, law, or engineering concentration
- MA/MS a plus
- 2+ years of work experience in government or commercial contracts administration, including an emphasis on interpreting contract requirements, terms and conditions evaluation and negotiation
- Contract administration experience in the aerospace and defense industry
- Experience working with the FAR/DFARs is a plus. Knowledge of US Government export regulations is also desirable

TO APPLY: Visit our career site at <https://www.honeybeerobotics.com/about-us/careers/> or send your resume directly to jobs@honeybeerobotics.com and reference job number F25 in the subject line.

We offer excellent benefits, including; medical, dental, vision; life insurance; STD and LTD insurance; FSA/HSA, 401(k), paid holidays, vacation pay, sick leave, and tuition reimbursement.

Honeybee Robotics creates specialty robots, electromechanical flight subsystems, automated drills and other machines destined for work on Earth, Mars and beyond. We make next-generation applications a reality through creative, collaborative engineering that combines the best minds with innovative technology.

Since 1983, we have completed more than 300 advanced projects for NASA, the US Department of Defense, academia and industry. Every Martian rover since 2003, has relied on systems built by Honeybee Robotics. Our passion for the planet continues as we work on future systems for Mars, planetary moons and asteroids.

Learn more about Honeybee at www.honeybeerobotics.com and our parent-company Ensign-Bickford Industries at www.ensign-bickfordind.com .

Honeybee Robotics is an equal opportunity employer and we value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.