

# Kaman Informational Job Posting

*A Kaman Informational Job Posting provides information about a job opportunity in one of the Kaman Corporation companies. Any employee who meets the qualifications and is interested in this position should contact their local HR Representative for a Kaman Internal Application that must be completed and submitted for consideration purposes.*

Position: Contract Administrator C

Director: Bruce Dailey

Classification: Exempt

Location: Florida

Salary Grade: 18

**Summary:** This position is for an entry level Contracts Administrator, which acts under the general direction of the Contracts Manager, and administers a variety of contracts of large dollar value and/or technical complexity with various government agencies or other industrial firms. Negotiates small value contracts under the direction of Contract Administrator "A" personnel. This person must demonstrate the desire to gain the requisite skill-set necessary to function within the ever changing environment of contracts. This position requires a significant amount of communication skills and the ability to work under pressure. Must be Bilingual in Spanish & English both fluent spoken and written.

## Qualifications

- Desired but not required working knowledge of procurement needs and regulations in various government agencies, government publications and trade journals.
- Ability to negotiate proposal(s) to arrive at the price, schedule, and terms acceptable to the company.
- Effective oral/written communication skills.
- Ability to work effectively in a team/collaborative environment.

## Education

- Bachelor's degree in Business Administration, accounting or related industry.

## Skills/Abilities Essential to the Position

- Bilingual in Spanish and English written and spoken
- Willing to learn and aptitude to apply the knowledge
- Capable of gaining the required working knowledge of procurement needs and regulations in various government agencies, government publications and trade journals.
- Desire to learn the necessary negotiation skill-set associated with proposal(s) to arrive at the price, schedule, and terms acceptable to the company.
- Effective oral/written communication skills.
- Ability to work effectively in a team/collaborative environment.

*Send completed Kaman Internal Application to Sherry Garvin, KAS HR Representative at Sherry.Garvin@Kaman.com or call (904) 485-1583 for additional information on the position. Relocation assistance will not be offered for this position. Concurrent consideration is given to qualified internal and external candidates.*

POST: 4.26.2010

REMOVE: 5.06.10