

Contract Specialist
Full Time, Immediate Availability
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QuesTek Innovations LLC, located in Evanston, IL, is a leader in the field of Integrated Computational Materials Engineering (ICME). QuesTek uses its proprietary *Materials by Design*[®] expertise to rapidly develop next-generation materials needed for demanding applications in the aerospace, automotive, and energy sectors. QuesTek is a privately-owned company and is a fast-paced, exciting, and collaborative work environment that requires accountability for results. QuesTek personnel consists of a strong achievement-oriented team, focused on sustained profitable growth.

QuesTek has an opening for a Contract Specialist with a history of meeting goals and objectives, a great opportunity for a self-motivated results-oriented candidate. This position reports directly to the Director of Finance. Key responsibilities include the following:

- Customer Contract Management
 - Work with Technical Team members to develop preliminary contract budgets and cost analyses
 - Review and submit contracts to various government agencies
 - Review and submit contracts to commercial clients
 - Contract reporting to Management and Technical Team members
- Proposals
 - Work collaboratively with Technical Team to prepare proposals (costings, budgets, subcontracts, etc.)
 - Complete pre-award audits as required
- Project Management
 - Prepare project analytics, costings, and pro-forma/approved budgets
 - Project reporting and review with Technical Team members
- Government Agencies
 - Reporting
 - Compliance (including DCAA compliance)
- Miscellaneous
 - Review and prepare NDA agreements for prospects/customers/management approval

Strong interpersonal skills with the ability to work effectively with a highly professional and technically-oriented employee team. Excellent communication and administrative skills, and superior attention to detail are essential.

Qualifications: Under-graduate or graduate degree in Business Administration, preferably majoring in accounting; prefer 5 years or more of experience working with contract administration. Must have experience and proficiency with both procurement and contract administration business processes. Specific experience with government agencies (e.g., DCAA, DFAS, DCMA, DARPA) a plus.

Our company benefits are excellent including medical, HSA, vision, dental, disability and 401k. Our compensation programs are market competitive. QuesTek is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Interested candidates shall submit their resumes and other information via the Careers page of www.questek.com. No phone calls, please.