



Taylor Devices, Inc., located in North Tonawanda, NY, is the world leader in innovative shock and vibration control since 1955. Taylor Devices designs and manufactures shock absorbers, liquid springs, shock isolation systems, seismic isolators and other types of hydro-mechanical energy management products.

## **Contracts Administrator**

### **Job Responsibilities:**

- Oversee the preparation and revision of quotes and proposals.
- Monitor all activities related to meeting the company's performance objectives on assigned contracts, customer scorecards and customer survey results.
- Provide contract summaries and ensure contract execution in accordance with company policy.
- Coordinate the preparation of sales orders and change notices including the reporting and status of deliverables to the customer.
- Responsible for pricing consultation, contract negotiation, contract finalization,
- Ensure contracts are in compliance with all legal requirements and government regulations.
- Provide assistance with ISO audits, customer relationship management and other management initiatives.
- Maintain current and accurate contract files including quotations, negotiation history, purchase orders and change orders.
- Generate and coordinate sales forecasts.

### **Required Qualifications:**

- BA/BS Business or similar. Technical degree a plus.
- Experienced in administration and negotiation of government and aerospace contracts.
- Familiarity with FAR, DFARS, US Export Regulations, and Prime Contractor Supplier Portals.
- At least 3 years' working experience in Sales & Marketing, Contract Administration, Production Control or Engineering
- Knowledge of aerospace industry, engineering procedures, contract interpretation and ability to understand technical issues.
- Excellent organizational and analytical skills
- Strong human relations skills to work effectively with a variety of people

### **Benefits:**

Medical, Dental, Vision, 401k and Company Match, Health Savings Account with Company Contribution for High Deductible Health Plans, Company Paid Life Insurance, Stock Purchase Plan, Tuition Reimbursement, Paid Holidays, Vacation, Personal Time, On-the-job Training, Employee Assistance Program

**How to Apply:** submit a resume to:

**[employment@taylordevices.com](mailto:employment@taylordevices.com)**