

Director of Contracts



Qualis is a high technology business providing technical services in the areas of engineering analysis, design, testing, and support services to both commercial and Government customers. We are looking for a strong team member to continue moving us forward.

The position will be located in Huntsville, AL. A low cost of living, strong housing market and economy, shorter commutes, good schools and more brings many people to Huntsville to stay! Qualis is headquartered in Cummings Research Park, one of the world's leading science and technology business parks.

The Director of Contracts will report directly to the VP of Finance/CFO. Successful candidate will be responsible for “cradle to grave” contract administration for all contractual activities.

Government contracting experience is a must, including program management, rate development, proposal development and proposal pricing.

Will use strong analytical and contracts/pricing skills to handle full cycle management of Government contracts, subcontracts, teaming agreements, NDAs, consulting agreements and other contractual agreements, including cost proposal preparation, closeout, and purchasing compliance.

Will serve as primary interface with customers, suppliers, and Government audit and contract management agencies.

Must be knowledgeable of Federal Acquisition Regulation (FAR), agency supplements, and DCAA audit procedures.

Experience working with government solicitations required.

Must have strong verbal and written communication skills.

Will supervise procurement staff; prepare, negotiate, and administer all contracts, subcontracts, modifications, and related documents and activities; lead proposal cost volume development and pricing; ensure that contractual activities comply with all terms and conditions and applicable rules and regulations; and assist in establishing policies and procedures.

Should have knowledge of CPSR process and requirements.

Proficiency with Microsoft Office products is required and experience with Deltek products is preferred.

Bachelor’s Degree and 15 years experience required.

Professional certification in government contract management and/or advanced degree in business related area would be a plus.

We offer excellent salary and benefits. Relocation is available. Qualis is a family –friendly, award winning company who values our employees and customers.

Resumes can be sent directly to Qualis HR Director at swalsh@qualis-corp.com

Please visit our website for additional information on our company!

At Qualis We’re on a Mission – To Succeed! EOE