



Hi-Tec Systems, Inc., is seeking a Full Time **Contracts Administrator/Manager** to support our corporate office in Egg Harbor Township, NJ.

Primary Duties:

Write, edit, negotiate, execute and maintain any/all corporate contracts.

Maintain all official contract correspondence including coordination, negotiation, execution, tracking and filing of any/all amendments and modifications to Hi-Tec business contracts.

Ensure contract compliance by Hi-Tec employees and subcontractors. Conduct internal audits of contracts administration. Oversee external audits by government agencies and consultant auditors.

Prepare customer invoicing to ensure billing accuracy and timely payment of receivables.

Secondary Duties:

Lead cost proposal development in response to solicitation requirements.

Skills/Qualifications:

A **Bachelor's degree is preferred** and at least **five (5) to ten (10) years** of experience performing contract administration duties. Candidates must be proficient in Microsoft Word and Excel, have strong math and writing skills, and have the ability to research and understand government regulations as they apply to our business. Candidates with negotiating experience and strong people skills are preferred. Candidates must be honest and ethical to be successful in this role.

Hi-Tec offers a comprehensive, contributory benefits package to its full time employees including paid time off, health insurances, life insurance, and 401(k) plan. We are an equal opportunity employer, minorities, females, veterans and persons with disabilities are encouraged to apply.

Qualified applicants should apply with their resume directly to our Human Resources department at: april.perrone@hitecsystems.com.