



ADVANCED COOLING TECHNOLOGIES

The Thermal Management Experts | www.1-ACT.com

Advanced Cooling Technologies, Inc. (ACT) is a developer and manufacturer of advanced thermal management solutions for the aerospace, defense and industrial markets. We work to solve some of the most challenging thermal problems in the world. Our technologies and products have been used in mission critical equipment operating in space, on land and under sea. Please visit **www.1-ACT.com** for more information about our company.

We are looking for a **Contract Administrator** to support our continuing business growth. The Contract Administrator works closely with colleagues in the Contracts & Accounting Department and interacts frequently with other business units and senior management personnel. This position is located in our Lancaster, PA headquarters, and covers contract administration activities for both our Lancaster and York facilities. Apply on Indeed or through our website.

Essential responsibilities for this position:

- Initiate, review and negotiate contracts and agreements between ACT and its customers, suppliers and partners
- Ensure that the contractual terms and conditions are in compliance with government laws and regulations and ACT's business interests and objectives
- Accurately complete all customer forms and certifications as needed
- Verify the timely compliance of the terms and conditions of all ongoing contracts and agreements, including reporting, notification, delivery and other requirements as listed in the contracts
- Administer the legal aspect of ACT's import and export activities, including compliance with ITAR and other export control laws and regulations
- Review proposals and bids for conformity to customer's and ACT's requirements before submission
- Responsible for submittal and tracking of contract reports and data items.
- Responsible for contract close-out.
- Support periodic audits of ACT's contract and accounting processes

The qualified candidate will have:

- A Bachelor's degree in Business Administration, Accounting or Legal
- 3+ years of working experience in contract administration, preferably dealing with government contracting
- Excellent oral and written communication skills, and the ability to pay attention to details
- Strong organizational and project management skills
- Ability to work independently and prioritize multiple tasks
- U.S. Citizenship
- Must be able to work from both the Lancaster and York, PA offices.

We offer a competitive compensation package, a team-oriented work environment, abundant opportunities to learn and grow, and a uniquely exciting prospect: You may be interacting with NASA's contracting officers on a contract for ACT to design and build a critical thermal management system for the next interplanetary exploration mission. Please apply today.

ACT is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with a disability, or any other trait protected by law.