



## **Full Job Description**

**The Senior Contracts Manager will be responsible for the contracts needs of three Interiors sites within one value stream and will serve as liaison between the external customer and internal teams including sales, supply chain, engineering, quality, intellectual property, tax, global trade, compliance and production. This position is required to display strong leadership skills and to efficiently manage each issue/task and employ both effective listening and detailed communication to resolve each issue with the highest level of service possible.**

## **Primary Responsibilities**

- **Draft, generate, interpret and manage customer-facing contracts and associated contractual documents in accordance with internal processes and contractual obligations**
- **Manage and communicate business and contractual risk throughout the entire contract lifecycle**
- **Work as part of a program team and act as a subject matter expert for contractually related issues**
- **Act as a point of contact for various customer programs and Collins sites for contractually related questions and issues**
- **Manage customer interface and correspondence**

- Analyze and prepare documentation to ensure contract terms and conditions are within the negotiated and approved parameters.
- Advise and support internal team, internal stakeholders and contracts directors on customer proposals, contractual negotiations and resolve disputes
- Flow down Customer contractual requirements within the organization.
- Maintain historical contractual records and audit artifacts.
- Adhere to and comply with standard work processes

### **Basic Qualifications**

- Bachelor's degree and 10 years of prior relevant experience *OR*
- Advanced Degree in a related field and minimum 7 years' experience *OR*
- In absence of a degree, 14 years of relevant experience is required
- Experience with contract management, writing proposals and negotiations
- Experience working with commercial contracts
- Basic knowledge of government contracts, FARS/DFARS and flow downs
- Must be a U.S. Citizen

### **Preferred Qualifications**

- Experience working in the aerospace industry or directly for Collins Aerospace
- International contracting experience
- MBA, Legal, or related degree
- Ability to stay organized and manage high volume in a fast paced environment

- **Ability to consistently complete deliverables**

**Collins Aerospace, a Raytheon Technologies company, is a leader in technologically advanced and intelligent solutions for the global aerospace and defense industry. Collins Aerospace has the capabilities, comprehensive portfolio and expertise to solve customers' toughest challenges and to meet the demands of a rapidly evolving global market.**

**At Collins Aerospace, our Interiors team is focused on innovation, safety and cost efficiency. But we don't just get people from point A to point B. We're committed to making air travel more comfortable, connected and secure. As a leader in aviation interior products and services, we're helping airlines and original equipment manufacturers create a positive experience for their customers. With offices and manufacturing facilities in more than 12 states across the U.S. and more than 10 countries around the globe, we're changing the game of aircraft interiors. Are you ready to join our team?**

**Collins Aerospace Diversity & Inclusion Statement:**

**Diversity drives innovation; inclusion drives success. We believe a multitude of approaches and ideas enable us to deliver the best results for our workforce, workplace, and customers. We are committed to fostering a culture where all employees can share their passions and ideas so we can tackle the toughest challenges in our industry and pave new paths to limitless possibility.**

**WE ARE REDEFINING AEROSPACE.**

**Nothing matters more to Collins Aerospace than our strong ethical and safety commitments. As such, all U.S. positions require a background check, which may include a drug screen.**

**Note:**

- **Background check and drug screen required (every external new hire in the U.S.)**
- **Drug Screen only performed on re-hires who have been gone for more than 1 year**

**At Collins, the paths we pave together lead to limitless possibility. And the bonds we form – with our customers and with each other - propel us all higher, again and again.**

**Apply now and be part of the team that's redefining aerospace, every day.**

- **Please consider the following role type definitions as you apply for this role.**

**Onsite: Employees who are working in Onsite roles will work primarily onsite. This includes all production and maintenance employees, as they are essential to the development of our products.**

**Hybrid: Employees who are working in Hybrid roles will work regularly both onsite and offsite. Ratio of time working onsite will be determined in partnership with your leader.**

**Remote: Employees who are working in Remote roles will work primarily offsite (from home). An employee may be expected to travel to the site location as needed.**

***Regardless of your role type, collaboration and innovation are critical to our business and all employees will have access to digital tools so they can work***

*with colleagues around the world – and access to Collins sites when their work requires in-person meetings.*

**Raytheon Technologies is An Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status, age or any other federally protected class.**