



CONTRACTS MANAGER JOB DESCRIPTION

E Team, Inc. is looking for an experienced contract manager to head up its contract department. The position title is Contracts Manager and will report to the Chief Financial Officer.

E Team is a privately held software development/engineering firm located in the west San Fernando Valley area of Los Angeles and specializing in incident management/response software. E Team has developed the software product, and sells then installs the product and trains the client users. E Team contracts mostly with federal, state and local government entities and agencies, and is expanding into the commercial market.

The company is experiencing rapid growth (approximate doubling of revenues in projected for 2004) and requires a full time experienced contracts manager. The person will be responsible for all contracts and orders for E Team, and will work closely with the E Team sales force and V/P of sales in contract preparation, negotiations, and coordination. The person will also interact extensively with clients during contract preparation, as well as E Team's technical department on the technical issues in a contract. Responsibilities also include review, preparation and tracking of a high volume of technical proposals. The position will also be involved in and assist on RFP preparation. The contracts are frequently very involved and complex, and require considerable expertise to negotiate and complete.

The person will have 15 to 20 years of work experience with 8 to 10 years in contracts with both federal and commercial contracts involving software and/or intellectual property rights contract experience. An applicable college degree is a must, as well as good skill levels on Microsoft Excel and Word. Strong communication and writing skills together with a professional demeanor is a must as the person will be interfacing extensively with salesmen, technical personnel, and potential clients as well as writing contracts and assisting with RFP's. A positive team attitude and ability to get along with people is also essential.

E Team is a Small Business, and as such the ability to work in a somewhat unstructured and evolving environment is important. This requires a person who is creative and "thinks outside the box" and the rules with the ability to accomplish what has to be done by a deadline. The person must be a self starter and be self motivated, be able to work under pressure and under deadlines without a lot of supervision, able to set priorities, and with good judgment and business sense. On occasion the person must be willing to work whatever hours are required to meet a deadline when necessary.

Salary is competitive based on experience, and includes a complete benefits package. Re-location benefits not available.