

Ultra Electronics - USSI is a federal contractor/subcontractor, and an Equal Opportunity/Affirmative Action Employer. As such, we are requesting the priority referral of protected veteran candidates. . Ultra Electronics - USSI has one hiring location in Indiana. Morgan Booker, Human Resource Generalist, is responsible for hiring at this location and can be reached at jobs@ultra-ussi.com or 260-248-3559.

**INDIANA
WORKFORCE
DEVELOPMENT**



JOB ORDER FAX SHEET
Please Fax To The Office Nearest You
Fort Wayne: 260-745-7757

FEIN: 35-2062560
FEDERAL EMPLOYER IDENTIFICATION NUMBER

Company Name: Ultra Electronics – USSI

Street Address: 4578 E. Park 30 Drive

City, State, Zip: Columbia City, IN 46725

Are you a Federal Contractor or Sub-Contractor? Yes

Is there Bus Service to the Job Location? No

Is a Driver's License Required? No

CDL Endorsements Required? No

List Any Required License, Certification, Journey Card, etc...

MUST HAVE U.S. CITIZENSHIP

List type of Experience Required and the Amount of Experience needed:

Advanced professional degree with 2 years minimum experience. or - Basic 2 or 4 year professional degree with 4 years minimum experience.

Must be US Citizen

Job Description:

This **Senior Contract Administrator** will perform "Cradle-to-Grave" contract administration. Cradle-to-Grave contract administration is not limited but should be inclusive of the following: Proposal/RFQ, Fact Finding, Contract Review, Contract Compliance, Deliverable Oversight, and Contract Closeout. Some travel is required.

Job Title: Senior Contract Administrator

Number of Openings: 1

Duration of Job: Over 150 Days

Annual Salary Range: \$ 50,000 \$ 72,000

Number of Hours Per Week: 40

Day of Week (i.e. Mon – Fri): Mon-Fri

Education Requirements: See Below

Minimum Age Required: 18

How Should The Job Seeker Contact You:

Submit resumes on-line: www.ultra-electronics.com/careers.php

Benefits: Health Insurance & Vacation