



## Position Vacancy Announcement

### *Senior Procurement Analyst*

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**Aurora Launch Services (ALS):** Aurora Launch Services is a wholly-owned subsidiary of Alaska Aerospace, established to provide low cost, highly reliable launch services on a contract basis to both government and commercial space launch customers worldwide. The company is headquartered in Anchorage, Alaska, co-located with Alaska Aerospace.

**Position Description:** Under the direction of the Alaska Aerospace Contracts and Acquisition Management Officer the Senior Procurement Analyst is responsible for supporting the corporation with strategic and tactical goals, policies, and procedures, and by ensuring contract and regulatory compliance. Leads and manages a combination of contracts with broad scope and complexity and assists in the development and administration of complex contracts and negotiations.

#### **Primary Job Responsibilities:**

- Manages and is accountable for the performance of assigned contracts and programs.
- Leads complex negotiations and ensures coordination within and across internal teams.
- Provides knowledge of products and services and understanding of corporate goals and strategies in developing contracts and proposals.
- Supports AAC contracts function by effectively implementing and following through on strategic initiatives.
- Assists team in performing analysis, interpretation, investigation, and research of complex contractual information.
- Advises team and leadership on contract interpretation and in developing solutions and formal recommendations.
- Evaluates the company's contractual risk in terms of cost exposure (e.g. compensation of damages/costs associated with performance); establishes review processes to mitigate risk during contract performance.
- Manages contractual change control process.
- Ensures an effective flow down of contract requirements in accordance with established Policy and Procedures.

- Develops and mentors others.
- Champions professional certification and career development for the Group contracts administration/management community.
- Maintains and coordinates contacts with domestic and foreign civilian and military representatives, as well as customers and government agency officials.
- Analyzes problem/opportunity areas, structures data-gathering and evaluation of internal processes, and coordinates responses.
- May research, develop, and manage activities related to international business development activities (e.g. contract terms for use with non-U.S. customers and suppliers; international letters of credit).
- Supports low cost strategies and opportunities associated with international supplier and offset strategies and assisting with negotiations.
- Develops recommendations for general and specific courses of action.

### **Required Knowledge/Experience/Qualifications:**

- Must possess a bachelor's degree (or higher degree) from an accredited educational institution in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, marketing, quantitative methods, or organization management.
- Minimum of five years' experience Commercial Contracts Management within the aerospace/aviation industry.
- Excellent interpersonal, communications, public speaking, and presentation skills.
- Experience working with federal government agencies and private sector companies within the aerospace/aviation industry.
- Willing and able to work extended hours, overtime, and on weekends, as required.
- Well-developed time management skills.

This is a full-time position that may be located in either Anchorage or Kodiak, Alaska.

### **Other Desirable Qualifications**

- Past working experience in the aerospace industry, with a preference towards experience in the space-oriented industry; such as spaceport operations, space systems operations, or launch vehicle development/operations.

### **Equal Employment Opportunity Statement**

It is the policy of Aurora Launch Services to provide equal employment opportunity to all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

### **Compensation**

A competitive salary and benefits package, determined upon experience level of individual, will be negotiated after an offer to hire has been given.

## To Apply

Please send a cover letter and resume to John Cramer, President, Aurora Launch Services, 4300 "B" Street, Suite 101, Anchorage, AK 99503. This position will remain open until filled.