



HLM ASSOCIATES®
Your security is our priority.

Contract Administrator

Location: Remote (with travel for company events)

Clearance: U.S. Citizenship & Ability to Obtain Secret Clearance

Salary: \$75K–\$80K + Benefits + Bonus Plan

Type: Full-Time

Start: Immediate Hire

Overview

Our client, HLM Associates, LLC is a rapidly growing small business Founded in 2015 supporting national security clients across the Department of Defense and Intelligence Community. HLM Associates, LLC is seeking a skilled Contract Administrator with 3+ years of experience in contracts administration, proposals, and SOWs within a commercial business environment. This is more than a support role—it's an opportunity to shape processes, strengthen compliance, and directly impact business success. You will report to the Director of Operations.

You'll work in a collaborative, fast-paced environment with the chance to expand your skills, including gaining exposure to federal contracting.

Position Summary

The Contract Administrator at HLM Associates, LLC (HLMA) is responsible for the end-to-end administration of contracts supporting federal, commercial, and subcontracting engagements. This role ensures compliance with applicable regulations (including FAR/DFARS where applicable), supports contract lifecycle management, and serves as a key liaison between internal stakeholders, clients, and teaming partners.

The Contract Administrator manages contract formation, execution, modification, and closeout activities while maintaining strict adherence to company policies, regulatory requirements, and client expectations. This position plays a critical role in mitigating risk, ensuring accurate financial and contractual alignment, and supporting HLMA's operational and growth objectives.

Key Responsibilities

- Administer the full lifecycle of commercial contracts, including drafting, reviewing, negotiating, and maintaining agreements.
- Support proposal development by reviewing bid requirements and ensuring compliant, competitive submissions.

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- Draft, review, and finalize Statements of Work (SOWs) for clarity, accuracy, and enforceability.
- Monitor contract deliverables, milestones, and obligations; maintain organized contract records and databases.
- Collaborate with internal teams to resolve contractual and compliance-related issues.
- Prepare and process contract modifications, renewals, and terminations.
- Identify potential risks in agreements and recommend mitigation strategies.
- Assist in streamlining and enhancing contract management processes.
- Partner with finance and project teams to align contract terms with project execution and billing.

Must Haves

- U.S. Citizenship and ability to obtain/maintain a Secret clearance (higher clearances a plus).
- 3+ years of experience in contracts administration, proposals, and SOW development (commercial focus).
- Bachelor's degree in Business, Business Management, or related field, or equivalent professional experience.
- Strong understanding of contract terms, risk allocation, and negotiation techniques.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong communication skills with the ability to work independently and cross-functionally.
- Initiative and drive to take ownership of the role and implement process improvements.

Nice to Haves

- Proposal coordination or management experience.
- Experience with ERP or contract management systems (e.g., Costpoint, Unanet, Salesforce).
- Background in industries such as security, investigations, or technology services.
- Knowledge of NDAs, teaming agreements, and subcontracts.
- Familiarity with federal contracting and related regulations (FAR/DFARS).
- NCMA certifications (e.g., CFCM, CPCM).

Position Impact:

This role directly contributes to HLMA's ability to execute contracts efficiently, remain compliant with government and client requirements, and maintain strong, professional relationships with partners and customers. The Contract Administrator ensures contractual clarity, financial accuracy, and operational continuity across all supported programs.

Why You'll Love This Role

- Real influence in shaping company contract processes.
- Exposure to both commercial and federal contracting.

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- Close collaboration with senior leadership in a growth-oriented environment.
- Direct line of sight to business impact and decision-making.
- Flexible, remote-first work culture with meaningful travel opportunities.

Benefits & Compensation

- Competitive salary (\$75K–\$80K) with bonus plan.
- 401K
- Comprehensive health, dental, and vision coverage.
- Paid time off and company holidays.
- Travel expenses covered for company events.
- Opportunities for professional growth and training.
- Ability to shape and enhance the company's contracts processes.

Send Cover Letter and Resume to jeremy.duplissey@hlma.net

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