



*Visionary science for  
life changing cures.*

## **Contracts Administrator**

Applied Genetic Technologies Corporation (AGTC) is a clinical stage biotechnology company dedicated to developing novel gene therapies for ophthalmic and respiratory-based diseases. AGTC is aggressively expanding and seeks a Contracts Administrator for its Alachua, FL headquarters.

### **Reporting Relationship:**

- The Contracts Administrator will report directly to the Senior Director, Human Resources and Contracts Administration and will work closely with the Director, Project Management and the General Counsel

### **Responsibilities:**

Job responsibilities will include, but are not limited to, the following.

- Work with function leads and the legal department to develop, negotiate, award and administer contracts with commercial and academic entities
- Assist with acquisition of potential new vendors, including drafting of contract language, review of proposal estimates and delivery schedules and examination of performance requirements
- Provide primary oversight of the contractor RFP/Solicitation process to include direct interaction with contractor contracts staff to ensure timely negotiation and execution of contracts and provide tracking status of contracts and consulting agreements.
- Interpret contract requirements and oversight of contract funding status and authorized period of performance and identify potential contract language issues and resolutions
- Oversight, with project management and function leads, and management of post-award contract modifications in response to the need for scope changes
- Work with accounting personnel to assure signed contracts obtain appropriate purchase order assignment and entry into accounting software system

### **Requirements:**

The successful candidate will meet the following requirements.

- Bachelor's degree in Business Administration or related field and 4 - 8 years of commercial contract management experience, or legal experience or accounting experience at a high-tech company, preferably a biotechnology company.
- Experience in working with multiple contract types.
- Solid negotiation, oral and written communication and organizational skills.

AGTC offers a competitive compensation commensurate with education and experience, including salary, benefits, and company equity. AGTC is an EOE and maintains a drug-free workplace. Please send CV or resume to

Human Resources  
Applied Genetic Technologies Corporation  
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