OVERVIEW

The Contract Administrator, will coordinate and manage contract paperwork for Project Managers on projects for multiple locations and subsidiary companies.

Roles and Responsibilities
The Contract administrator will identify the basic requirements of contracts and contract amendments and interpret contract provisions; recognize unique requirements, characteristics, and issues that arise.
Will monitor performance of contracts against performance indicators to ensure all obligations under contract agreements are being met.
Maintain proper communication and relationships on the performance of the contract with all contractors, subcontractors, owners, government officials, etc.
Coordinate and manage all subcontracts
Maintain submittal register as well as prepare submittals
Prepare Operations and Maintenance manuals
Prepare and submit monthly pay requests via various government pay application systems/programs
Coordinate projects with project managers and field superintendents

Education and Qualifications
Education: Bachelor’s Degree in Accounting, Business, Economics, Construction Management or other related degree preferred.

Experience: Any combination of experience and education that demonstrates the required skills, knowledge, and abilities.

Background Requirements: Applicants are required to have REAL ID ACT compliant documentation at time of hire, ability to obtain and maintain base access, and to pass background.

Preferred Skills
Must be able to work in a high-volume environment
Excellent interpersonal skills and ability to work professionally and courteously with all levels of personnel
Exceptional organizational and follow-up skills
Must be able to manage multiple projects and deadlines
Good oral and written communication skills including legible handwriting
Fast, accurate data entry
Excellent reading comprehensive skills
Ability to understand technicalities, including language, of contractual agreements
Ability to pay close attention to detail when reviewing and managing contracts
Must possess a strong work ethic and values that are above-reproach
Proficiency with all MS Office products (Word, Excel, Access, PowerPoint, Project)
Demonstrated ability to work accurately, follow procedures and schedules, and prioritize multiple tasks

How to Apply
https://ciriservicescorporation.bamboohr.com/jobs/