



Contract Administrator Job Description October 2020

Job Function: Responsible for Job / Service Billing, Job Set up & management, Subcontractor Contracts including compliance tracking, ensuring the company has obtained proper documentation from all project participants, and general administrative support.

Essential Duties and Responsibilities:

- Prepare and distribute subcontracts and related documents to subcontractors and for company projects.
- Enter contract information into the accounting system as well as monitor contract changes and update the accounting system accordingly.
- Create and maintain a subcontractor log and update regularly.
- Contact subcontractors for any outstanding subcontract and insurance items needed or that do not meet project specifications.
- Ensure that documents are properly executed.
- Communicate with Project Manager, Project Executive, and subcontractors regarding missing contract and insurance items.
- Distribute Tax Exempt forms, as necessary.
- Ensure all contract related documents are stored according to company policy and procedures and maintain detailed and organized files.
- Ensure that subcontractor is in compliance with required insurance coverages.
- Answer general phone inquiries using a professional and courteous manner and direct them to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients and visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Provide secretarial and administrative support to management and other staff
- Periodically close Job files and archive
- Job Billing for all active projects including job change order management
- Other duties as assigned

Knowledge, Skills and Abilities:

- Experience in construction a plus
- Experience with Vista by Viewpoint a plus
- Ability to work independently, with little supervision.
- Knowledge and ability in the use of a personal computer and software applications (e.g. Microsoft Word, Excel, Access, PowerPoint, etc.). Experience in Vista by Viewpoint a plus
- Strong organizational skills and the ability to maintain detailed records.
- Ability to communicate effectively both written and verbally
- Ability to use discretion and keep sensitive financial related information confidential
- Ability to multitask, work under pressure, meet deadlines, and be able to thrive in a fast-paced work environment.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions

Education and Work Experience Qualifications:

- High School Diploma or equivalent
- Minimum of two years of experience working with a General Contractor or Subcontractor in a similar role
- General knowledge of construction related insurance policies

Hours:

- Monday through Friday, 8:00 am to 5:00 pm (one hour lunch)
- Occasional need for later work