



Contract Administrator

Supervisor: Project Manager

Summary

The Contract Administrator is responsible for managing and supporting all aspects of municipal, government and private project contracts. This includes preparing, reviewing, and processing contracts and subcontracts, maintaining accurate records in the company's software system, and assisting project managers with cost reporting, pay estimates, and change orders. The role ensures compliance with contractual requirements, coordinates with vendors for timely material acquisition. Which supports the efficient execution of construction projects. The Contract Administrator must have strong organizational skills, attention to detail, discretion, and the ability to manage multiple projects simultaneously.

Knowledge, Skills, and Abilities

- **Contract Administration Expertise** – Experience preparing and managing contracts and subcontracts. With various government and private agencies
- **ERP & Cost Accounting Systems** – Three to five years of experience with ERP systems or other cost accounting software.
- **Microsoft Office Proficiency** – Above-average knowledge of Excel and Word.
- **Project Coordination** – Ability to manage multiple projects simultaneously and shift priorities as needed.
- **Confidentiality** – Capable of handling sensitive company and financial information with discretion.
- **Vendor/Subcontractor Coordination** – Experience working with external vendors and subcontractors preferred.
- **Software Adaptability** – Ability to learn and work across multiple software platforms.
- **Interpersonal Skills** – Strong written and verbal communication; able to work effectively with customers, vendors, and employees of varied backgrounds.

Duties and Responsibilities

- Prepare, process, and assist with project contracts for government and private entities.
- Draft and manage awarded project contracts for execution with project owners.
- Enter and maintain project information in ERP software for cost accounting and reporting.
- Collaborate with project managers to prepare, submit, and process project pay estimates, change orders and submittals.
- Coordinate acquisition and delivery of project materials from external and internal vendors under the direction of the project manager.
- Prepare project subcontracts for execution with subcontractors.
- Perform other general administrative duties as assigned.
- Support project managers and the controller with additional tasks as needed.



Expectations

- **Work Schedule** – The Contract Administrator is expected to report for duty as directed by the supervisor, and work may occur during standard office hours with occasional overtime required.
- **Supervision and Independence** – Must be able to work independently with minimal supervision while maintaining high standards of quality and accuracy.
- **Professionalism** – Maintain integrity, confidentiality, and attention to detail in all aspects of the job.
- **Adaptability** – Ability to shift focus and priorities as project demands evolve.
- **Continuous Learning** – Demonstrate initiative in learning company processes, contract administration, and project management practices.

Education Requirements

- Associate's degree in Business Administration or other post-secondary education credentials related to Business Administration or Project Management.
- Extensive knowledge of construction ERP or cost accounting systems may be substituted.
- Significant experience in construction project management may also be considered in place of formal education.

Physical Demands

- Prolonged periods of sitting and computer use.
- Occasional lifting and carrying of office materials or binders (up to 20 lbs).
- Ability to handle multiple tasks in a fast-paced office environment.

Working Conditions

- Primarily office-based work, with occasional visits to project sites.
- Exposure to standard office conditions, including frequent use of computers, phones, and office equipment.
- Occasional interaction with vendors, subcontractors, and project personnel on site.
- Must adhere to company safety protocols when visiting project sites.

Additional Notes

This position is subject to change and may be supplemented at the discretion of the employer. This document does not create an employment contract, either expressed or implied, and all employment is at-will.