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**Position title:** **Contract Coordinator FLSA: Exempt**

**Reports to: A/R & Billing Manager Date: March 2022**

**POSITION SUMMARY**

This position is responsible to oversee the cycle of contract paperwork with customers, subcontractors, and maintenance to include review of licenses, lien waivers/releases, payments, and bond maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Responsible for all contractual aspects of accounting for subcontracts and contracts
* Oversee complete cycle of paperwork for contract maintenance and subcontractors (including processing and tracking paperwork of site-specific insurance, intents and affidavits, union status letters, sub tiers, change orders, etc.)
* Responsible for ordering and maintaining state/city licenses
* Responsible for correspondence between the Company (and subsidiary companies) and the customer regarding contract agreements and answering contract or payment application questions
* Maintain contract files and documentation thoroughly and accurately, in accordance with company policy and standard accounting practices
* Solve practical problems and deal with a variety of situations using good judgment and creativity, where only limited or no standardization exists
* Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Assist with other projects as needed

**EXPERIENCE AND EDUCATION**

* High School Diploma or GED
* Associate degree or certificate from college or technical school in Accounting or Business
* Prior experience in Construction Management, contract and/or subcontract management
* Equivalent combination of education and experience is acceptable

**SKILLS AND ABILITIES**

* Must possess working knowledge of Microsoft Excel, Outlook, and Word. Bluebeam, AutoCAD, CRM software experience is a bonus
* Knowledge of the commercial construction industry
* Basic understanding of accounting and project management concepts
* Strong problem-solving skills, basic accounting principles or contract management knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
* Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately
* Proven ability to work effectively both independently and in a team-based environment
* Task and detail oriented with strong organizational skills
* Demonstrated willingness to be flexible and adaptable to changing priorities
* Ability to meet deadlines and milestones
* Good written and professional verbal communication skills
* Honesty and integrity
* Able to exercise good judgment
* Regular attendance
* A sense of urgency and a passion for customer and company satisfaction
* Ability to understand read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English

**QUALIFICATION REQUIREMENTS**: The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Use of hands to finger, handle or feel objects, tools, or controls; and talk and hear. Specific vision abilities required by this job include close vision, particularly reading that may be very fine print.
* The employee may occasionally lift and/or move > 30 lbs.
* Sitting 6-8 hours per day. Option to stand while working.

**ACKNOWLEDGMENT**

I have received, reviewed, and fully understand the job description for Contract Administrator. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions as described.

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Employee Print Name Employee Signature Date

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Supervisor Print Name Supervisor Signature Date