JOB DESCRIPTION

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| **TITLE:** | Contract Administrator 1,2,3 | **DATE:** | 12/2017 |
| **REPORTS TO:** | Controller | **FLSA STATUS:** | Exempt |
| **DEPARTMENT:** | Finance | **MGT/SPVR:** | No |

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**SUMMARY**

The Contract Administrator must demonstrate a strong attention to detail, along with the ability to discover potential risks for the company. Responsible for analyzing, negotiating and drafting contracts while managing relationships between the company and clients including general contractors, subcontractors, suppliers and vendors. Must have previous experience managing contracts and be familiar with legal requirements and terms of use. Ensure all contracts conform to legislative requirements and compliance with the law and meet our company goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Manages all agreements including bid documents, Construction Industry Standard AIA, reseller, distribution, property leases, and facilities agreements.
* Ability to negotiate contract terms and draft agreements where no existing template is available plus obtain approval/signatures.
* Ensures Pivot follows policies, adheres to risk tolerance levels, OSHA Regulations, DIR Regulations, Certified Payroll, Supplier/Vendor and Subcontract agreements and Federal/State laws.
* Obtains company required insurance (Certificate of Insurance and Bonding), licensing and manuals required for each contract.
* Files and processes all Preliminary Notice and Mechanic Liens in compliance with CSLB.
* Responsible for reviewing, managing, issuing, processing, tracking, organizing and storing all corporate contracts and change orders.
* Ensures that employees understand and comply with company contracts.
* Familiar with accounting procedures.
* Acts as the main point of contact for all contractual issues by organizing and controlling working relationship with all business partners.
* Analyzes sales contracts and coordinates with billing to ensure proper invoicing and collection of contractual revenue.
* Creates a billing calendar, with accountability for project billing submissions, compliance submissions and ongoing management to calendar of events to ensure billing and other contractually obligated paperwork is submitted timely and accurately with high quality results, ensuring clean collections activity processes occur downstream.
* Coordinates schedule to close out project files and Notice of Completion.
* Other duties as required

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

**REQUIRED EXPERIENCE**

* California Notary
* Minimum 2 years related experience in General and Construction contracts
* Microsoft AX/D365 experience a plus.
* Works closely with sales team, project management, subcontractors, vendors, suppliers, etc.

**SKILLS**

* Ability to multi-task in a fast-paced environment while maintaining accuracy
* Strong ability to prioritize while managing several projects in process at all times
* Advanced problem-solving skills and analytical thinking
* Attention to detail is a must

**QUALIFICATIONS** To *perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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*.

**EDUCATION and/or EXPERIENCE**

**Contract Administrator 1** - Requires Bachelor’s degree and up to 2 years of related experience;or equivalent combination of education and experience. Has knowledge of commonly-used concepts, practices, and procedures within field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Operations database experience and contract administration is preferred. Previous working experience with Microsoft Office Suite required.

**Contract Administrator 2** - Requires Bachelor’s degree and up 2-5 years of related experience;or equivalent combination of education and experience. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals. Operations database experience and contract administration is preferred. Previous working experience with Microsoft Office Suite required.

**Contract Administrator** **3** - Requires Bachelor’s degree and at least 5 years of related experience;or equivalent combination of education and experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Operations database experience and contract administration preferred. Previous working experience with Microsoft Office Suite required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

CA Notary

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information, verbally and in English, in one-on-one and small group situations to customers, clients, vendors, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands and fingers to operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The *work environment characteristics described here are representative of those an encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate