

Job Title:	Contract Administrator	Reports To:	Division Manager and Director of QC and Admin
Division:	All	FLSA Classification:	Non-Exempt
Department:	Corporate	Salary Grade:	3

Position Purpose
Provide administrative support to designated project team(s) by providing organization, tracking and review of contractual and other documents throughout all project phases.
Essential Functions and Responsibilities
<p>Contract Administration</p> <ul style="list-style-type: none"> • Owner/Prime contract process <ul style="list-style-type: none"> ○ Assists in Contract development and send for approval routing. ○ Orders bonds and insurance. ○ Tracks contract status. • Prime contract change order process <ul style="list-style-type: none"> ○ Changes order development and approval routing. • Notarizes, forwards, and files Owner pay applications. • Handles owner-paid purchase order processing and meets with finance department to coordinate. • Reviews and approves transmittal and sales tax information; sends to owner for payment and track receipts, as required by Owner contract. • Subcontract Packet issuance and review (subcontract and letter, supplier list, blank applications for payment) <ul style="list-style-type: none"> ○ Reviews subcontractor information in Prolog and gathers prequalification forms as needed. ○ Enters contact information into Prolog for the project. ○ Reviews general conditions for subcontractor insurance requirements. ○ Collects and verifies Subguard Forms. ○ Tracks and collects insurance renewals. ○ Orders and tracks state and local license renewals. • Purchase Order issuance and reviews. • Change order issuance and reviews. • Reviews and updates SubPOLog in Prolog. • Manages Subcontractors and commitments in GC Pay. • Aid in project closeout documentation. <p>Assist Project Manager, as assigned</p> <ul style="list-style-type: none"> • Sets up job number in Prolog. • Sets up drawings and specifications in Prolog. • Prepares for scope and transition meetings.

- Emails and/or calls about progress meetings.
- Creates and maintains closeout manuals and tracking log.

General Administration

- Sets up and maintains job files, as required.
- Scans and indexes applicable documents to imaging system.
- Orders office and project site supplies, as requested.
- Forwards appropriate information to Superintendent.
- Payroll for jobs, as assigned.
- Property Taxes, as assigned.
- Maintains office equipment.
- Ensures standard operating procedures are followed.
- Reception area back-up, as needed.
- Assists with any additional assigned duties.

Qualifications & Requirements

Education / Certification

Related education and/or related experience

Recommended Work Experience

3 to 20 years

Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office, internet, imaging software, accounting software, and project management software; Skilled in communication, public relations, organization, teamwork, accuracy, attention to detail, time management, and assistance of others.

Working Conditions

Local travel may be required; Work with a group and/or team.

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys