

Job Description

CONTRACT ADMINISTRATOR

EXEMPT (Y/N): No

LOCATION: Corporate Office, Sacramento

HOURS: 7:30am – 4:30pm Monday - Friday

DEPARTMENT: Accounting/Administration

SALARY: \$65K - \$90K

SUPERVISOR: CFO/Controller

SUMMARY: This position is in person at our Sacramento, CA office. As a Contract Administrator for Otto Construction, you will support the efforts of the Sr. Contract Administrator with subcontract administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to those listed below. These duties describe the minimum responsibilities of this position and are subject to change to accommodate the needs of the company.

- Read and understand prime contracts.
- Stay up-to-date on California Construction laws including but not limited to; prevailing wage, public works, mechanics liens, skilled and trained workforce.
- Create document templates for each new project, including subcontracts, purchase orders, subcontract tier lists, preliminary information, lien releases, pay applications, and insurance requirements.
- Work with the Sr. Contract Administrator to determine and create any additional contract exhibits according to prime contract requirements.
- Confirm subcontractor information such as legal name, CA contractor's license number.
- Set up commitment and compliance information for each contract (project specific).
- Create subcontracts, scope and exhibits, work with Project Manager for approval, make corrections and send contract packages to subcontractors.
- Update subcontractor information in ERP software.
- Compliance Log Entries: dates of contract issuance, receipt, and final mailing; track location of documents from start to finish.
- Work with the Sr. Contract Administrator on any changes requested by subcontractor.
- File fully executed agreement.
- Determine job specific insurance requirements for new projects.
- Order Certificates of Insurance for project owners at inception of each project.
- Review subcontractor billings being paid when the Sr. Contract Administrator is unavailable.

POSITION CAPABILITIES

- Ability to successfully work in a team environment.
- Strong organization, communication and listening skills.
- Excellent computer skills such as Crystal Reports, Excel, Outlook, Word, Sage 300.
- Ability to meet deadlines.
- Represent Otto Construction in a professional manner.

QUALIFICATION REQUIREMENTS: 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:

A bachelor's degree is preferred or three years progressive construction accounting and contract experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively in one-on-one situations with customers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.

OTHER SKILLS AND ABILITIES

Experienced in the following software applications: Crystal Reports, Excel, Outlook, Word

Recognized as a self-starter and ability to meet deadlines.

Ability to work well with others and achieve team goals.

Highly dependable with excellent organizational and time management skills

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 use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk.

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

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

Resumes can be sent to Jackie Senf at jsenf@ottoconstruction.com