



CONTRACT ADMINISTRATOR JOB DESCRIPTION

Job Title: Contract Administrator

Department: Office

Location: St Michael, MN

Reports To: Vice President

FLSA Status: Exempt

Safety Sensitive Status: No

Date: 6/1/24

JOB OVERVIEW

- Assists in the preparation of contract documents for upcoming bids. Ensure the proper insurance and bonding requirements are met and that addendums and specific contract goals and requirements are fulfilled.

PRIMARY RESPONSIBILITIES

The key responsibilities of this role include the following specific tasks:

- Maintain bid lists and schedules.
- Download project documents and monitor addendum information.
- Prepare bidding documents for submittal.
- Order bid bonds and any special insurance requirements for upcoming bids.
- Collect subcontractor and vendor quotes and disseminate them to estimators.
- Assist with subcontractor selection for bids, considering adherence to Co. policies, project specs and Union requirements.
- Bid review, assembly, and submission (paper or electronic).
- Report and log bid results and track other bid analytics and historical cost information.
- DBE solicitation and program management.
- Provide links or copies of plans and specifications to interested subcontractors.
- Layout subcontractor items and terms for subcontracts. File in project folder.
- Review incoming and prime subcontract agreement terms. Assist with subcontract negotiations.
- Execute contract documents, secure bonds, insurance, and other necessary paperwork.
- Search for projects to bid on and share with division managers.
- Prepare online and paper job folders.
- Initial project setups in Viewpoint, including job #, owner, contract items and pricing.
- Maintain job lists in MS Excel (include owner, fed/state, retainage & bonding requirements, etc.).
- Prepare project closeout documents (DBE, final qty, bond releases, etc.).
- Liaison between Operations and Accounting departments.

Required Education, Experience, Knowledge, Skills, and Abilities

- Contract management experience necessary
- Multi-State experience preferred.
- Good organizational skills.

- Attention to detail.
- Ability to work under pressure and meet tight deadlines.
- Knowledge of accounting systems, Viewpoint preferred.

Supervisory Responsibility- None

Work Environment Office Workers

Traditional indoor office environment. Some office workers may travel to construction sites periodically.

Physical Demands Office Workers

The physical demands described below are representative of but not limited to the physical exertion generally required to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for long periods of time while using a keyboard. They are frequently required to stand and walk. They are occasionally required to lift, carry, push, pull, and reach overhead with materials up to 20 lbs., along with frequent gross manipulation using their hands. The visual requirements include demonstrating or having vision corrected to 20/20. In general, this position includes sedentary work that primarily involves sitting and/or standing as well as repeating motions that include the wrists, hands, and/or fingers.