

Contract Administrator

Department: Corporate

Supervisor: Chief Operations Officer

Compensation: FLSA Status Non-Exempt

Location: Kirkland, Washington

Position Summary

The Contract Administrator is responsible for contract administration over the entire life-cycle of construction projects varying in size, complexity, and owner requirements.

Position Responsibilities

- Interface with the work procurement, compliance, project, and accounting teams to oversee the administration of multiple construction and development projects
- Work with the operations team to develop Company-wide project documentation, electronic record-keeping, and workflow procedures
- Maintain select project files (“Fire Proof Files”) in Company’s paper and electronic “Permanent Project” files
- Learn Company’s cloud-based construction project management software, assist others learn the program and troubleshoot problems
- With Compliance Counsel, organize and refine existing design contract and subcontracting templates, such as subcontracts, service orders, material contracts, purchase orders, and lien releases, for future use
- Ensure the successful transition of bids or proposals from the work procurement team to the project team. Review owner’s contract documents, provide owner-required documents (bonds, licenses, insurance, notice-of-work forms, etc.), and monitor progress towards contract execution.
- With Compliance Counsel, develop subcontracting templates into project specific templates appropriate to owner specifications and project-scale for use by project teams
- Develop or oversee the development of project-specific subcontractor and supplier packets of required forms to ensure the success of Company’s valued suppliers, subcontractors, and their lower tiers
- Act as the liaison between the accounting team and the project team during the project’s setup in Company accounting and job cost systems
- Ensure the successful startup of project administration and project administration staff on new projects
- Follow document control, pay application approval, subcontractor certified payroll review, subcontractor close-out and other administrative procedures
- Respond to project teams’ requests for project-specific contracting templates, such as joint check agreements and lower tier subcontractor forms
- Monitor and support project teams’ compliance with Small Business Administration requirements by researching requirements and maintaining records
- Coordinate with the accounting and project teams in administering subcontract pay applications, contract audit/filing, and close-out procedures
- Assist project teams with the final closeout of projects, including the filing of owner’s final release forms and notice-of-completion forms
- Work with the compliance and accounting teams on tracking of joint venture agreements and Small Business Administration mentor-protégé agreements. Coordinate with Controller when joint venture agreements are prepared.
- Perform other related activities as assigned

Essential Experience

- Bachelor’s degree and 3+ years job-related experience, preferably with a with a general contractor with annual revenues of at least \$25M

- Knowledge of construction contracts, documentation, and work flows
- Experience with AIA contract documents, preferably in electronic format
- Advanced Microsoft Office Suite skills, including Word and Excel
- Excellent communication skills (both written and verbal)
- Ability to organize and manage multiple priorities

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 talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. 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.

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