

Contracts Administrator

Department: Operations

Supervisor: Senior Contracts Administrator

Compensation: FLSA Status Non-Exempt

Location: Kirkland, Washington

Position Summary

The Contracts Administrator is responsible for contract and project 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
- Review owner's contract documents (including specifications and addenda, if applicable), provide owner-required documents (bonds, licenses, insurance, notice-of-work forms, etc.), provide internal team member's with wage rates (if applicable), and monitor progress towards contract execution
- Using subcontracting templates developed by the Compliance Counsel and Senior Contracts Administrator, develop project specific templates appropriate to owner specifications and project-scale for use by project teams
- Develop project-specific subcontractor and supplier packets of required forms to ensure the success of Company's valued suppliers, subcontractors, and their lower tiers
- Work with the assigned project team(s) to follow project documentation, electronic record-keeping, and workflow procedures for project documents including owner contracts, subcontracts, and change orders
- Follow subcontractor 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
- Follow owner pay application approval procedures
- Coordinate with the accounting and project teams in contract audit/filing
- Assist project teams with the final closeout of projects, including the filing of owner's final release forms and notice-of-completion forms
- Learn and be proficient in Company's cloud-based construction project management applications and other electronic applications specific to individual projects
- Maintain select project files ("Fire Proof Files") in Company's paper and electronic "Permanent Project" files
- Assist the project manager in the project's compliance with Small Business Administration requirements and maintain related records
- Perform other related activities as assigned

Essential Experience

- Bachelor's degree and 3+ years job-related experience, preferably with a general contractor with annual revenues of at least \$25M
- Knowledge of construction contracts, documentation, and work flows
- Advanced Microsoft Office Suite skills, including Word and Excel
- Excellent communication skills (both written and verbal)
- Ability to organize and manage multiple priorities
- Experience with Procore and Bluebeam or Adobe Acrobat or comparable software highly desired

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.

Equal Opportunity Employer

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