

JOB DESCRIPTION

Job Title: Contract Administrator
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt
Department: Administrative Services
Date: July 1, 2024
Salary: \$55,000

Summary:

Assist in the preparation, negotiation, and assessment of contracts, agreements, and other Aqua WSC policies. Handle the planning, creation, and updating of contracts based on the needs of all interested parties. Ensure compliance of all contracts, agreements, and policies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepare, negotiate, and review company contracts, agreements, and policies.
- Ensure compliance with agreements, contracts, and policies. Monitoring and tracking status, key dates, obligations, deliverables, and renewals.
- Write contract letters and other communications and notices.
- Develop and draft business proposals for strategic partnerships and similar deals.
- Assure all necessary clauses and details are included in contracts.
- Remain up to date with legislative changes that could affect current and future contracts.
- Coordinate with internal departments (e.g., Finance, Legal, etc.) when necessary to ensure contract requirements are understood and implemented effectively.
- Act as a liaison between Aqua WSC and external parties such as vendors regarding contractual matters.
- Maintain an organized system of physical and digital records.
- Develop contract proposals to support organizational goals.
- Review contract estimates, including proposed materials, production costs, etc. and determine whether they seem reasonable and accurate.
- Ensure that all records are accurate and up to date.
- Attend meetings to assess progress on projects which are in motion and take detailed notes to share with stakeholders.
- Create regular status reports regarding progress on projects.
- Facilitate communication and collaboration across teams to support contract administration.
- Assist in the development and improvement of contract administration policies and procedures supporting the continuous improvement of contract processes and systems.
- Develop templates and tools to aid in contract creation and management.
- Provide training and support to staff on contract management and compliance.
- Analyze contracts to ensure they comply with state and federal laws and regulations.
- Perform other related duties as assigned by management.

Qualifications:

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/Experience:

Bachelor's degree in business administration or legal studies; minimum three (3) years of experience as a contract administrator or related experience; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, contracts, agreements, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Familiarity with business, finance, accounting, and contractual terminology. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Excellent communication and interpersonal skills.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Word Processing, Excel, E-Mail, Internet Software, Microsoft 365.

Other Knowledge, Skills, & Abilities:

Additional qualifications/experience in law are a plus, specifically contract law. Ideal candidate will possess strong attention to detail, excellent organizational skills, and ability to manage multiple priorities and deadlines.

Certificates and Licenses:

None required for this position. Professional certification in contract management (e.g., CCMA, CPCM) is a plus.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

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.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described 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 regularly uses hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, or sit. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.