



CONTRACT ADMINISTRATOR

Position Overview: Under the direct supervision of the Director of Finance, the Contract Administrator is responsible for managing, including reviewing, executing, and processing, business contracts for financial agreements and business proposals. This position will work with leadership to establish goals and ensure each contract meets these objectives and conforms to legal requirements while collaborating with fiscal and administrative staff to monitor contractual obligations.

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

- Contract Development and Managing (60%)
 - Liaise with leadership to craft, evaluate and execute a wide variety of contracts between employees and contractors, customers, and vendors.
 - Support negotiations of claims, manage contractual changes and resolve disputes or conflict resolution with Contractors.
 - Maintain records for correspondence and documentation in relation to established contracts and those in progress.
 - Communicate and present information, including monthly reports, to leadership about all contract-related matters.
 - Request new project codes from Director of Finance when needed.
 - Enter new contracts, amendments, customers, and vendors into database and QuickBooks, updating as necessary.
 - Utilize database contract activity log to track important updates.
 - Review contracts for completeness by ensuring the following are included:
 - Start/End Date
 - Scope of Work
 - Budget
 - Project code
 - Insurance, W-9 and licenses (where required)
 - Review contract terms and conditions to identify potential vulnerabilities and resolve with project managers.
 - Monitor contracts and move forward with close-out, extensions, or renewal according to best practices.
- Customer Service (40%)
 - Support the program manager to ensure the contracts are properly executed.
 - Solve any contract-related problems that may arise with other parties and internally with program managers.
 - Create and maintain relationships with suppliers and serve as the point of contact for matters concerning contracts.
 - Responsive to contractors, customers and vendors' needs.
 - Work with internal and external parties in a professional and courteous manner.
 - Identify inconsistencies between contract language and policies, and work with project staff to identify a solution.
 - Ensure all insurance policies are up to date and that coverage is sufficient to meet contract requirements.
- Participate in cross-training and provide temporary relief during staff shortages.
- Regular, predictable attendance is required.



- Ability to get along and work effectively with others and in a team environment.
- Adhere to all policies and procedures.
- Ability to follow specific directions to resolve customer issues.

Requirements:

- Bachelor's Degree in Contract Management, Business Administration or related field.
- Certified Professional Contract Manager (CPCM) a PLUS.
- Minimum 5 years' experience a MUST.
- Grants experience a MUST.
- Federal grants experience HIGHLY PREFERRED.
- Healthcare Field experience a PLUS.

Benefits Include:

- Health Insurance: Medical, Dental, Vision + EAP
- Long Term Disability
- Retirement
- Generous Vacation Time
- Hybrid/Remote Position – however, may be asked to come into office once per week, or as needed.

Rate of Pay: \$75,000 – \$90,000

To Apply: If you meet the qualifications, please submit your resume, cover letter and complete our questionnaire using the link provided:

Indeed – <http://hrtogo.agilehr.com/CareerPortal/JobDetail.aspx?RequisitionId=30866&SourceId=1302>

LinkedIn – <http://hrtogo.agilehr.com/CareerPortal/JobDetail.aspx?RequisitionId=30866&SourceId=1300>