



JOB POSTING

Date of Posting: February 6, 2008
Posting Number: MA2608CA
Position: Contracts Administrator
Status: Exempt
Location: Springfield, MA
Position Reports To: Contracts Manager

Assists with all phases of project and contracts management as needed.

Essential Duties and Functions:

- Assists as needed in the areas of subcontract administration, tracking and forecasting costs and quantities, generating financial and progress reports, and updating work schedules.
- Updates and maintains the project's contracts and records as needed.
- Assists with the procurement of equipment and permanent materials, and ensures orders comply with company policy. Maintains the project's purchase order logs, purchase orders, packing slips, and associated records for the purchase, receipt, inspection, and distribution of material.
- Maintains safety records and reports for office and field personnel as needed.
- Schedules and coordinates training for project personnel as needed.
- Other duties as assigned by supervision.

Qualifications:

One to three years of field engineering or construction experience or a BS/BA degree in construction management or engineering. Desirable work experience includes field engineering lead responsibility/project charge responsibility. Supervisory experience a plus. An acceptable equivalent in education and experience will be considered. A strong working knowledge of the following software is desired: Microsoft® Excel, Microsoft® Word, and Microsoft® Project. If required by job responsibilities, incumbent must possess a valid driver's license.

A U.S. Department of Defense secret level clearance may be required by the incumbent if the department or work location deals with security installation work.