

## **Contract Management Administrator**

*Orange County Convention Center*  
To Apply, Visit [www.ocfl.net](http://www.ocfl.net) Job ID 16682

### **Overview**

The Orange County Convention Center is owned and operated by Orange County Government. Located in the heart of the area's tourism district, the facility serves as the perfect event destination.

We are looking for qualified candidates to provide outstanding customer service through teamwork, innovation and the development of positive relationships with our customers and teammates. In return, we offer employment opportunities with excellent benefits, including membership in the Florida Retirement System.

We are committed to providing a culture that emphasizes mutual respect, trust, career development and a collaborative work environment.

Join our team and discover why we are known as "**The Center of Hospitality**"!

### **Representative Duties**

- Serves as Contract Administrator for service partner contracts such as food service vendor, business center, audio/visual, etc. Advises and reviews staff development of Scopes of Work/Specifications for services, key supplies/equipment contracts.
- Negotiates terms and conditions on complex service long-term contracts having a direct impact on the Center's revenue.
- Advises and trains staff on providing proper contract administration to include quality assurance.
- Serves as Center's liaison with Purchasing on contract issues.
- Recommends best method of contracting for a given service.
- Manages the Purchasing Card program for the Center.
- Meets the Center of Hospitality Standards.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree in Business, Accounting or closely related field and five years of experience in contract administration, negotiation and/or purchasing or equivalent combination of experience and education.

### **Preferences**

- Experience in the convention/hospitality industry.
- Government Experience.
- Experience with contracts for revenue, commodities and services.

### **Notes**

Applicants selected for hire at the Orange County Convention Center must pass a physical, drug screening and level two background screening including fingerprinting and polygraph, prior to start of employment.

### **Application Deadline**

Open Date: August 30, 2015

Close Date: September 13, 2015

### **Salary**

\$57,512 - \$74,121 annually.

### **Address**

Orange County Convention Center