



## JOB DESCRIPTION

<b>Job Title:</b>	Contract Administrator	<b>Location:</b>	Richmond, VA
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<b>Reports to:</b>	VP of Engineering and Administration	<b>FLSA Status:</b>	Salaried Non-exempt
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### Company Overview:

W. O. Grubb Steel Erection, Inc. is the leading provider of crane rental and steel erection services in the Mid-Atlantic United States. W. O. Grubb Steel Erection, Inc. was founded in the 1960's with a basic concept, which was to provide high quality steel erection services, equipment, manpower and superior responsiveness to our customers. W. O. Grubb Steel Erection, Inc. is one of the largest family owned and operated crane rental companies in the nation. Multiple locations serve Virginia, Maryland and surrounding states with crane rentals and service.

### Description Summary:

A Contract Administrator is an entry-level position. At minimum, their job is responsible for preparing, examining, analyzing, negotiating, and revising contracts that involve the purchase or sale of crane rental and related services. The Contract Administrator usually works under direct supervision and expected to work long hours and subject to working weekends and holidays.

### Responsibilities:

- Oversee the preparation and revision of contracts that involve the purchase or sale of services and/or equipment;
- Oversee proposal planning and administration of contracts;
- Negotiate terms and conditions;
- Track authorizations and correspondence;
- Maintain detailed and organized files;
- Complete qualification paperwork for new customers;
- Ongoing management of annual qualification renewals;
- Prepare contract change notices, monitor contractor performance, including the reporting and status of contractor and owner deliverables;
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules;
- Prepare and disseminate information to appropriate employees regarding contract status;
- Perform closing activities as needed;
- Analyze and mitigate risk;
- Ensure contract execution in accordance with company policy.

### Knowledge, Skills, and Experience

#### *Essential:*

- Knowledge of contract administration and government regulations;
- Skill in using computers and standard software applications;
- Must be proficient with Microsoft Word and Excel;
- Must have proficient oral and written communication skills;
- Prepare and maintain accurate records;
- Possess a minimum of a high school diploma or equivalent;

- Must be able to pass a drug test, background check, and fit for duty test.

**Desired:**

- Prefer candidates with at least 3 years of contract administration experience;
- Prefer candidates with payroll experience;
- Prefer candidates with an associate's or bachelor's degree.

**Physical Demands:**

- The Americans with Disabilities Act (ADA) requires employers to identify essential functions of a role. As a result, the work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday.
- Approximately 90% of time spent in usual office conditions
- Approximately 10% of time spent in external conditions which may include temperature variance, elevated noise levels, dust and fumes

Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks.

**Work Environment:**

Majority of time spent in an office environment with a low/quiet noise level. The employee may be required to wear appropriate PPE equipment when exposed to external environment. The employee could occasionally be exposed to extreme temperatures.

**How to Apply:**

If you have the desire and feel you are ready to work in a high-performance, fast-paced environment, please visit our website at [www.wogrubbs.com](http://www.wogrubbs.com), go to Careers, click on the Richmond, VA Headquarters location, click on the job title, and submit your resume and profile online.

*W. O. Grubb Steel Erection, Inc. is proud to be an Equal Opportunity Employer*