Contract Administrator

- **Location:** Winston-Salem, NC
- **Hours of Work:** Full time position 8am-5pm *(Additional Hours As Needed)*
- **Base Salary:** TBD
- **Reports To:** Office Manager & Project Managers
- **Job Category:** Administrative
- **Travel:** Yes
- **Benefits**: Medical, dental, 401(k), and PTO available after 90 days.
- **Dress Code:** Business Casual

JOB OVERVIEW:

The Contract Administrator is responsible for managing and overseeing all contract-related documentation and compliance for construction projects. This role ensures that contracts are properly executed, tracked, and maintained while coordinating with project teams, subcontractors, and clients to support successful project completion. Strong organizational skills, attention to detail, and contract management experience are essential.

KEY RESPONSIBILITIES:

- Request and Review subcontractor certificates of insurance for compliance
- Prepare, review, and manage contracts, subcontracts, and purchase order agreements
- Draft and distribute Letters of Intent to subcontractors and vendors
- Maintain communication with subcontractors to obtain required documentation in a timely manner
- Attend weekly meetings with Project Managers and the administrative team to provide updates on documentation
- Coordinate with team members on various assigned tasks
- Respond promptly and professionally to company phone lines and client emails, ensuring excellent communication and service
- Maintain and update the company's Procore system with accurate project and subcontractor information.
- Provide support to subcontractors by addressing Procore-related inquiries and troubleshooting issues.
- Track and monitor MWBE participation for internal reporting and analysis.
- Maintaining an organized, neat and safe office area

QUALIFICATIONS:

- High School Diploma or GED required, with a minimum of 3 years of relevant experience in administrative or office support roles.
- Associate's Degree in Business Administration, Office Management, or a related field preferred

SKILLS:

- Strong mathematical, organizational and communication skills computer skills and attention to detail required.
- Must have proficient knowledge with Microsoft Word, Power Point, Excel, Adobe PDF
- Candidate must be able to work independently
- Ability to multi-task and work in fast paced environment
- Great customer service and professional communication with subcontractors to foster strong relationships

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.