

Contract Administrator – Part Time position 8 - 15 hours a week

The contract administrator is responsible to shepherd contracts to execution, for all parts of the contract process from drafting or negotiation to final execution. Primary tasks may include collaboration with outside counsel, other team members or work independently to evaluate bids or contracts and exhibits. Contract administrator is also responsible for assisting the Company to terminate contracts on favorable terms. This position works closely with peers and company leaders to ensure goals and objectives are accomplished in support of the family of companies.

Essential Duties and Responsibilities:

- Prepare Contracts, Exhibits and Attachments, Confidentiality Agreements and Vendor/Subcontractor Agreements using knowledge of the Company's needs and ability to fulfill its requirements
- Collaborate with outside Counsel and internal team members
- Ensure that the terms of the contract are consistent with the Companies' policies, procedures and applicable law
- Assist the Company in formalizing policies and procedures to apply consistently to contracts and update as needed
- Review and standardize contracts for operations, supplier agreements, etc.
- Extensive negotiating to bring terms of contracts in line with Company policies and procedures or, if that is not possible, to more fair terms
- Clearly explain contract terminology to team members and other interested parties in simple, everyday language
- Create organized system to track contracts, learn insurance as it applies to contractual obligations, set up master agreements with General Contractors wherever possible, assist outside counsel with discovery requests, request prime agreement to help with negotiations, track deadlines and file mechanic's liens, renewals and similar documents
- Work to streamline the process of how contracts are handled and reduce inefficiency and/or duplicative efforts
- Proofread, edit, and fact-check legal documents for accuracy and consistency
- Work under the direction of the CFO to edit fair acceptable terms for contracts with customers. This will include communications with customers to achieve an acceptable level of risk
- Ensure that contracts are processed in a timely manner through the steps toward execution

Qualifications:

- Bachelor's degree or higher, comparable experience, or a combination thereof

- 2+ years of legal or paralegal experience, preferably working directly with contract law within the construction industry
- Familiarity with procurement regulations, the Uniform Commercial Code and legal terminology
- Ability to manage multiple contracts at different stages with different Owners and General Contractors
- Willingness to go above and beyond to fill needs
- Knowledge of current contractual language, terminology and meaning
- Willingness to work virtually or in an office setting
- Ability to identify, analyze, and suggest solutions for problems, customer concerns
- Excellent interpersonal and communication skills, including a mastery of the English language
- Clear adherence to company policies and procurement rules and regulations
- Good organization skills and the ability to multitask on several contracts simultaneously
- Knowledge of negotiation best practices, both in-person and in written form, that considers industry norms and the projects' best interests
- Knowledge of the construction industry
- Background in corporate law is very helpful
- Energetic, forward-thinking and creative individual with high ethical standards
- Professionalism to effectively interface with all levels of employees and the public
- Evidence of strong organizational skills; exceptional attention to detail
- Excellent computer skills including Bluebeam, Trello, Microsoft Office and virtual conferencing

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