



<i>Job Title:</i>	<b>Contract Administrator / Buyer</b>	<i>Employment Classification:</i>	<b>Non-Exempt</b>
<i>Department:</i>	<b>Accounting</b>	<i>Prepared by:</i>	<b>PASCO</b>
<i>Report To:</i>	<b>Accounting</b>	<i>Approved by:</i>	<b>JRM 3/3/14</b>

**JOB SUMMARY:**

Responsible for contract management and administration in accordance with company policies, material purchases, contract specifications, and engineering submittals for both electronic and hard copy files by processing, controlling, and maintaining contract file documentation. Works with project managers, engineers, subcontractors, customers and others to ensure procurement and invoicing goals are met.

**ESSENTIAL JOB FUNCTIONS:**

- 25% Coordinates material purchase and distribution with engineering and project managers, subcontractor, customer, panel shop, etc. to ensure timely delivery.
- 20% Works with Accounting to generate schedule of values and invoices with all required additional documentation needed for controls jobs.
- 10% Maintains a comprehensive database of all contracts by assigning numbers and setting up files - both hard copy and in Timberline database; interprets document contract requirements including estimates, AIA, certified payroll, government forms, insurance documents, etc.
- 10% Compiles and monitor contract compliance requirements including schedules of values, certified payroll, customer payment requisition forms, insurance requirements, etc.
- 10% Compile parts lists for jobs from PASCO submittal packages and purchase materials.
- 10% Processes and posts vendor invoices for materials and subcontractors.
- 5% Analyzes and posts miscellaneous materials and costs.
- 5% Reviews jobs on a weekly basis to determine invoice amount and cost and profit status and review with management.
- 5% Provides internal support to sales force and other personnel requesting information about current contracts and provide copies of files as requested.

### ***SUPERVISORY RESPONSIBILITIES:***

The Contract Administrator / Buyer is responsible for Materials Management. Responsibilities include, planning, scheduling and assigning work, checking and approving work; instructing, training in work methods, and making recommendations for disciplinary actions.

### ***QUALIFICATION STANDARDS:***

- Bachelor's degree in accounting or business administration preferred. Equivalent combinations of education and experience will be considered.
- 3-5 years' experience in contract administration / buying or equivalent
- Ability to learn and understand functions of basic control parts.
- Ability to read and understand contracts.
- Ability to produce detailed documents with accuracy.
- Ability to handle multiple projects with rapidly changing priorities and deadlines.
- Must be computer literate and have familiarity with Microsoft Office software (Word / Excel).
- Must possess excellent customer service skills.
- Strong communication skills including written, oral and presentation skills.
- Ability to create, compose, and edit written materials, spreadsheets, graphics and reports.
- Excellent organizational, interpersonal, and written communication skills.
- Ability to work independently and demonstrate initiative in meeting revenue goals and objectives.

### ***EQUIPMENT, MACHINES AND SOFTWARE USED:***

Ability to operate a telephone, fax, photocopier, and computer to send/receive email messages, post information to a database or spreadsheet, and perform basic word processing and/or data entry.

*Computer Software:* Timberline Accounting Software and Microsoft Word, Outlook, PowerPoint, and Excel.

### ***MENTAL AND VISUAL REQUIREMENTS:***

Close mental and visual application needed to perform work dealing primarily with preparing and analyzing data and figures, accounting, using a computer terminal, and extensive reading.

### ***PHYSICAL ACTIVITIES AND REQUIREMENTS:***

- Ability to sit for extended periods of time, stand, walk, talk, hear, stoop, kneel, crouch, climb, use hands to finger, grasp, handle or feel, and perform repetitive motions of hands and/or wrists.
- Lifting is required (controls material – lightweight)

**ENVIRONMENTAL CONDITIONS:**

There is no exposure to adverse environmental conditions. Work is performed in a typical office work environment.

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Interested in applying for this position? Please  
send cover letter and salary requirements to:

Beth Burgmaster  
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