

# Facilities Protection Systems

## Job Description

**Job Title:** Construction Contract Administrator      **Approved (Supr/Mgr):** \_\_\_\_\_  
**FBS Title:** ConstrAdmin      **Approved (Dir/Ofcr):** \_\_\_\_\_  
**Approved (HR):** \_\_\_\_\_

**Department:** Construction      **Exempt/Non-Exempt:** Non-Exempt  
**Supervisor's Title:** Assistant Controller      **Effective Date:** \_\_\_\_\_

### Job Summary:

Responsible for all construction administration related activities. Interacts directly with customers in a professional manner providing an efficient and quality response to customer needs.

### Primary Responsibilities:

1. Interacts with customers in an effort to provide the best quality service. Diligently strives for customer satisfaction in the area of contract administration, satisfying all paperwork requirements in a timely manner.
2. Enters project information into Sage.
3. Manages and maintains the integrity of the Construction Contract files.
4. Fulfills all preliminary project requirements; including, but not limited to: customer credit check, preliminary notices, insurance certificates, bonds, OCIP forms, subcontractor requirements, certified payroll, etc.
5. Reviews job progress, according to a schedule of values, with the Project Manager, to ensure accurate and timely customer billings.
6. Processes all AP for Construction and Services and matches all invoices with PO's.
7. Prepares all construction billings, forms & releases.
8. Prepare miscellaneous PO's as requested by Office Manager and Assistant Controller.
9. Maintains acceptable levels of outstanding receivables.
10. Notifies Manager of pending issues and duties, unable to be performed, prior to absence.

*Performs related duties as assigned. Regular and consistent attendance is required.*

### Job Qualifications:

**Required:** High School Diploma or a General Educational Development Diploma (GED). Three to Five years minimum of Construction Contract Administration experience. Fire Protection background a plus. Polished verbal and written communication skills required to interface with Customers and Construction personnel. Position requires proficient knowledge of Microsoft Office software, standard office and accounting practices.

**Preferred:** Associates degree in business or equivalent combination of education and experience. Knowledge of Timberline Software.