

Contracts Manager

Department: Preconstruction

Reports To: Vice President of Preconstruction

Summary:

Assist the Vice President of Preconstruction in protecting the assets and reputation of E Light Electric Services, Inc.

Primary Responsibilities:

- Administer Contract Review Process
 - Leads the contract lifecycle management (CLM) workflow.
 - Initiate The Contract Review Process
 - Manage the Contract Review Process
 - Review Contracts and advise company executives on risk analysis
 - Craft, evaluate, assist with negotiations when needed, and have the President execute a wide variety of different contracts covering a range of transactions after approval of the Vice President of Preconstruction
 - Provides Support to preconstruction for bids, pre-bid review of contracts, and contract negotiations.
 - Maintain relationships with clients and serve as the point of contact for matters concerning contracts.
 - Develops and maintains detailed contract management processes
 - Maintains a computer database for the company's contract management system.
 - Maintain records for correspondence and documentation in relation to established contracts and those in progress.
 - Ensures that contracts are executed in accordance with corporate guidelines.
 - Ensures that project lien requirements are met for projects throughout the United States
 - Audits existing contracts and oversees contract modifications.
 - Mitigates common contract management risks, such as financial, legal, and security risks.
 - Responds to requests from internal departments and makes sure all contracts are drafted and executed promptly and correctly.
 - Manage or help to manage subcontractor and vendor relationships.
 - Analyzes both new and existing contracts to ensure that content is commercially and legally sound and maximizes commercial benefits to the business.
 - Communicate and present information to all stakeholders (estimators, project managers, Vice President of Operations, Vice president of Pre-Construction, quality Control and Commissioning, Scheduling, etc.) involved, providing a baseline for accountability.
 - Monitor contracts with the approval of the Vice President of Preconstruction, move forward with close-out, extension, or renewal according to what's best for the company
 - Solve any contract-related problems that may arise with other parties and internally with the company itself.
 - Coordinate reviews from all departments and follow up to ensure reviews are completed and provide a weekly report to executives on the status of contracts.
 - Issue contract notices and responses

- Work with stakeholders to draft contract notices, responses, and other communication.
- The main point of contact for contract notice communication
- Obtain Backup Documentation and information
- Researching and organizing documents, gathering and organizing evidence, interviewing witnesses, analyzing data, and preparing chronologies and narratives.
- For each project, create and maintain a Notice Log (list and summary of all communications to our subs, contractors, etc.)
- For each applicable project, upload the contract summary to IAuditor so that the on-site management can access the contract while in the field via mobile.
- Establish Review Spreadsheet for all contracts
- Coordinate reviews from all departments and follow up to ensure reviews are completed
- Collect execution documents and obtain execution from President after Vice President of Preconstruction has recommended execution
- Develop Distributive contract summaries

Basic Qualifications and Work Experience:

- High School Diploma or GED certificate required. Related college degree preferred.
- An understanding of construction law, liens, experience with construction contracts.
- Skills in Windows, MS Word, and MS Excel.

Knowledge of:

- Dispute resolution
- Liquidated damages
- Microsoft Windows databases, spreadsheets, and word processing software.
- Business needs and technology to accomplish business goals.

Skills and Abilities:

- Time management
- Adapting to new and changing requirements, environments and or information
- Good reading comprehension of legislative language
- Ability to research and obtain county legal records
- Ability to research lien rights
- Effective business writing and oral communication
- Problem solving
- Organizing work to accomplish tasks
- Establishing and maintaining effective working relationships with vendors, contractors, supervisors and employees

Physical Requirements:

Sitting, standing, walking, climbing, computer operation, stooping, kneeling, crawling, reaching, lifting (up to 30 lbs.), near vision acuity.

Compensation and Benefits:

Hourly range of \$30.00- \$41.00

Our benefit program includes:

- Medical/Dental/Vision Health Coverage

- 6 paid holidays Accrued paid time off
- Company paid Life Insurance
- Short/Long Term Disability
- 401(K) Plan
- Supplemental Life Insurance
- Medical and dependent care reimbursement

THIS POSITION REQUIRES THE HANDLING OF CONFIDENTIAL INFORMATION. ANY INFORMATION HANDLED WHILE IN THIS POSITION MAY NOT BE SHARED WITH ANY PERSON OTHER THAN THOSE THAT ARE AUTHORIZED FOR THE INFORMATION IN ADVANCE BY THE DIRECTOR OF EDUCATION AND LOSS PREVENTION

E Light Electric is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status