



Job Title: Contract Administration Support and Administrative Assistant

Reports To: Project Executive and/or CFO

FLSA Classification: Non-Exempt

Location: Omaha, NE

Job Function: Responsible for assisting contract administrator with compliance tracking, ensuring the company has obtained proper documentation from all project participants, and general administrative support in the company's Omaha office

Essential Duties and Responsibilities:

- Prepare and distribute contracts and attendant documents to subcontractors and suppliers for company projects.
- Enter contract information into the accounting system as well as monitor contract changes and update the accounting system accordingly.
- Create and maintain a contractor/supplier log and update regularly.
- Contact subcontractors for any outstanding contract and insurance items needed or that do not meet company specifications.
- Ensure that documents are properly executed.
- Communicate with Project Manager, Project Executive, contract administrator, and subcontractors/suppliers regarding missing contract and insurance items.
- Distribute Tax Exempt forms, as necessary.
- Ensure all contract related documents are stored according to company policy and procedures and maintain detailed and organized files.
- Ensure that subcontractor/supplier is in compliance with required insurance coverages.

- Answer general phone inquiries using a professional and courteous manner and direct them to the appropriate staff members
- Reply to general information requests with the accurate information
- Greet clients and visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Purchase, receive, and store the office supplies ensuring that basic supplies are always available
- Provide secretarial and administrative support to management and other staff
- Other duties as assigned

Knowledge, Skills and Abilities:

- Experience in commercial construction
- Ability to work independently, with little supervision.
- Knowledge and ability in the use of a personal computer and software applications (e.g. Microsoft Word, Excel, Access, PowerPoint, etc.).
- Strong organizational skills and the ability to maintain detailed records.
- Ability to communicate effectively both written and verbally
- Ability to work effectively under stressful conditions
- Ability to use discretion and keep sensitive financial related information confidential
- Ability to multi task, work under pressure, meet deadlines, and be able to thrive in a fast-paced work environment.
- Ability to exercise initiative and sound judgment and to react with discretion under varying conditions

Education and Work Experience Qualifications:

- High School Diploma or equivalent
- Minimum of two years of experience working with a General Contractor or Subcontractor in a similar role
- General knowledge of construction related insurance policies

Physical Demands and Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

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