

CONTRACT ADMINISTRATOR – JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150M.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Contract Administrator's primary responsibility is to oversee the preparation and execution of subcontracts and change orders. The Contract Administrator also performs executive assistant duties for the company President. This position reports to the Chief Financial Officer.

ESSENTIAL FUNCTIONS

- Prepare time sensitive documents with a high level of accuracy and completeness.
- Manage project documents including owner contracts, purchase contracts, change orders, and subcontracts.
- Maintain records of owner contracts.
- Perform all work in a timely way.
- Assist President as needed, including managing email and calendar.

RESPONSIBILITIES

- Prepare, process, distribute, and track subcontracts, purchase contracts, and change orders using DocuSign.
- Maintain document filing system in DocuSign.
- Train PMs and APMs on subcontract, purchase contract, and change order processes.
- Using AIA software, prepare document drafts, exhibits, and exhibit coversheets for owner contracts.
- File, distribute, and log owner contracts into ProCore.
- Coordinate with Project Managers and Accounting to gather required contract information.
- Schedule Job Status Reviews for upper management.
- Assist with office event and meeting planning.
- Occasional coverage at the Reception desk.
- Other related duties as assigned or needed.

QUALIFICATIONS

Contract Administrator candidates must have a minimum of 3 years experience in the construction industry. Degree in business administration, accounting, or related field, preferred. This position requires a high level of organization and impeccable follow-through on time-sensitive documents. Excellent time management and multi-tasking skills are required. Key competencies are communication, initiative, accountability, and dependability. Must be a Notary Public.

Technical Skills: Timberline, ProCore, DocuSign, Bluebeam, MS Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sit for long periods of time.
- Look at a computer monitor for extended periods.
- Use hands and fingers.
- Reach with hands and arms.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision
Flex plans
Life insurance
Supplemental insurance plans
401K with employer matching

PTO
Holidays
Incentive compensation bonus
Educational reimbursement
Gym membership discount

Nibbi Brothers is an equal opportunity employer.