

Job Description

Contract Administrator

GENERAL CONSTRUCTION (GC)

When you join our team, you are in the right place for your career growth and to utilize your talents and potential. we are a full Engineering, Procurement, Construction, and Maintenance (EPCM) company serving clients in Oil & Gas, Mining & Metal, Petrochemical, Power, Civil Infrastructure, Water industries in U.S. and around the world.

Servicing our customers through our diverse business divisions, we offer challenging assignments on some of the world's largest and most complex projects. Our clients value us because they know we could deliver. General Construction is headquartered in Houston, Texas and has opportunities throughout the U.S., Canada, Mexico and China.

General Construction Group is looking for a **Contract Administrator** for our Houston office. Job duties will include but not be limited to the following:

Roles & Responsibilities:

To provide professional contracts administration duties applying diversified knowledge and experience of contract practices for the Group to support construction projects.

Participate in the development and implementation of project contracting strategy and planning for packages.

Prepare the requirements for the full contracting cycle for a project, including compilation of bidders list, preparation of contract requests for proposal, preparation of bid evaluation through award, and contract management through pay applications and final close out. Prepare and execute contract documents.

Prepare, issue, and evaluate Contractor Prequalification packages for possible issuance of Corporate Service Agreements. Receive and evaluate bid documents in cooperation with discipline lead. Review technical and perform commercial evaluations and submit recommendation for award. Obtain approval of bid evaluations and award recommendations.

Conduct pre-bid meetings as required. Prepare plan and conduct all contract negotiations. Conduct all bid clarification meetings. Award and administration of contracts and provide control and prompt documentation of changes to contracts. Receive and distribute as appropriate all correspondence from contractors and initiate all correspondence to contractors. Resolve contractors' claims, prepare and administer back-charges to contractors prior to final payment. Monitoring of contractors' technical and contractual compliance.

Labor rate negotiations and verification rates and/or approved contractor markup on material. Administrate safety evaluations. Contractor review and recommendations for new projects with consideration of previous projects and performance, etc. Assist Project Teams Assist Project Teams in development, implementation and execution strategies for equipment and documentation/records consistent with Company and project specific requirements. Set-up Project specific procurement and expediting requirements as necessary for strategic equipment. Establish drawing delivery requirements with suppliers based on engineering input. Perform expediting duties as required.

Have experience and proficiency on Foreign Trade (import and export) transactions. Proactively maintain dialogue with Project Management on upcoming requirements for equipment. Prepare, release, receive, analyze and make awards of Request for Quotations. Prepare correspondence on purchasing matters. Monitor and assist in blocked invoices and Goods Receipt issues of plants where responsible. Monitor, report, and manage status of purchasing work progress. Attend and report at project team meetings. Serve as the Liaison with Project Teams and Plants to ensure client satisfaction with services.

Establish delivery schedule from suppliers for project goods/services. Drive Diversity Initiative. Delivery towards the goals established for savings, diversity, and process improvements with strategies worked through as a team. Taxes reviewed for resolution by purchase order or for the full projects. Legal review associated with risk and exceptions. Purchase to pay and project closeout, resolving any variances and payment release issues. Participate in discussions and resolutions of back charges and/or performance issues with resolution project prior to final payment release. New supplier review, evaluation, and set up. Requisitions review and approval. Obtains necessary engineering, consulting, and Secrecy Agreements.

Must have extensive knowledge of insurance requirements. Prepare and evaluate supplier prequalification documents. Prepare and complete professionally competent purchase orders for required buys including tax

responsibilities. Verify delivery dates and commercial requirements with successful suppliers, coordinate payment schedules and/or terms. Provide necessary project specific and group reports as requested.

Professional Certification: C.P.M. Highly Desirable.

Experience: Three (3) to ten (10) years of directly related hands on experience with larger contracts.

Education: BS or BA degree in business, economics, engineering, construction technology or procurement or equivalent combination of experience and education.

Intermediate to advanced computer hardware/ software literacy. Knowledge of legal aspects of purchasing and contracting including Uniform Commercial Code and Contracts Law. Knowledge of insurance terminology, certificates, and insurance administration in general. Knowledge of electrical, process, mechanical, HVAC and instrumentation industries desirable (engineering, fabrication, testing, installation and start-up).

Procurement knowledge (legal, negotiation, insurance, contract development, finance and contract administration). Spanish language skills desirable. Proven track record in contract negotiation/administration; all aspects of the proposal process; teaming agreement negotiation, pricing and final prep. Experience with both lump sum, time and material and cost reimbursable projects. Proven experience and track record of accomplishment with excellent oral & written communication skills. Must be able to travel domestically and internationally if required by job duties.

Benefits:

General Construction Group offers a selection of competitive lifestyle benefits which could include a 401K plan with company match, medical, dental, vision, life insurance, flexible spending account, disability, paid time off, or flexible work schedule. We support career advancement through professional training and development.

EOE:

General Construction Group is Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.