



Contracts Administrator

Job Purpose

The purpose of this role is to coordinate the execution of contracts, assist with project-related tasks and provide general support to ensure effective, efficient, and accurate administrative and financial operations.

Duties and Responsibilities

- Prepare contracts and other miscellaneous documents for execution
- Coordinate with clients, subcontractors, 3rd party rep and operations team on contracts for review
- Assists with contract negotiations and finalizing markups
- Manage, maintain and organize contract records according to company standards
- Set up projects in DAVENPORT's project management system according to contract details
- Assist with entering project financial data (contract/budget amounts, rates, billing projections, etc.)
- Assist with other project-related duties

Qualifications

- Bachelor's degree in business administration, communications, or related field
- 2-5 years of work experience in a contracts coordination/administration or related business/financial role
- Experience working in A/E/C industry is preferred
- Experience and understanding of project budgets
- Exceptional attention to detail
- Excellent communication skills, oral and written
- Very good computer skills – Word, Excel, PowerPoint
- Ability to work effectively with minimal supervision, and willingness to be proactive in identifying and addressing the needs of the organization

Demonstrated Abilities

- Self-starter, driven
- Team player
- **Strong** organizational, multitasking skills
- Communicates well with people both inside and outside of the company
- Ability to work well in a fast-paced environment



- Able to learn and adapt to new software
- Ajera experience preferred, but not required

Reports To

CFO

Location

Winston Salem, NC - Corporate Office