

JOB DESCRIPTION



CONTRACTS ADMINISTRATOR – Agoura Hills, CA

General Description

Chris Nelson & Associates, Inc. is currently seeking a Contracts Administrator to join our team. The right candidate is able to manage inbound and outbound coordination of our day-to-day contract administration activities. We are searching for a person who brings high energy and drive towards the pursuit of new clients and opportunities. This person requires great written and verbal communication skills, as well as a willingness to learn the various scope of work necessary to assemble Land Surveying and Civil Engineering contracts without aid and with high accuracy. Lastly, the ideal candidate is able to put forth efforts towards marketing initiatives, as well as track the success of executed contracts and the type of contracts awarded to ensure they meet the goals set forth by the company's business plan.

Required Qualifications

- Communicate with perspective clients and prepare multiple contracts daily.
- Develop and maintain digital and paper system of contracts, records and other pertinent data.
- Prepare proposals for large scale land development projects and public sector work.
- Maintain client relations.
- Assist in marketing efforts.
- Attention to detail with the ability to spot errors.
- Strong analytical and organizational skills.
- Excellent writing and communication skills.
- Effective oral and written communication skills.
- Knowledge of legal contract law is desired but not required.
- Proficient in Microsoft Office Word, Excel and PowerPoint.

About Us

- Top tier civil engineering and land surveying company servicing all of Southern California.
- Culture that encourages a relaxed, yet professional work environment.
- Emphasis on employee mentorship, cross-training, and providing career advancement opportunities.

Compensation

- Competitive benefits including 401k, Dental, Vision, Health, Paid Holiday and Sick Leave.
- Salary depending on experience and ability.