



Contract Admin Manager Job Posting

The contract Administrator is responsible to support the Construction & Accounting functions associated with the execution of development projects. Projects to include retail centers, Logistics facilities & Aviation infrastructure. Contract Manager will effectively prepare contract documents and provide reports on forecasted costs & incurred cost associated with construction activities along with estimating.

This position will report to the VP, Construction and works closely with Accounting

Responsibilities:

- Participate in the budget forecasts & preparation of project proforma's.
- Review quotations, tender submissions, proposals, etc.
- Coordinate trade & supplier specific requirements with Construction & Accounting
- Assist in Negotiation & award of Contracts.
- Prepare Contracts & P. O's
- Coordinate Contract & P.O sign off with Senior management.
- Coordinate the input of revisions to contract with accounting.
- Manage & monitor contract reporting.
- Participate in the reconciliation of accounts as required.
- Develop & maintain a procurement system.
- Share expertise & resources across other departments.
- Maintain contract records

Skills & Qualifications:

- A University or College degree in Commerce, Management or Arts.
- An understanding of contract writing, project management & accounting principals.
- Estimating experience is required
- Knowledge of accounting principles required
- Working knowledge of Microsoft office & Microsoft projects
- Ability to read drawings & construction documents.
- Ability to work in a team environment.
- Extensive written & Verbal communication skills in the English language
- Work within a fast-paced environment and meet deadlines.
- Trade negotiations required

- **Job Type: Full-time**

Rice Group is an equal opportunity employer, welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If this is an opportunity you are interested in, please respond with a resume and cover letter.

We thank all candidates for their interest in opportunities with us however, only the candidates selected for an interview will be contacted. **NOTICE TO THIRD PARTY AGENCIES:** Please note that Rice Group does not accept unsolicited resumes from recruiters or employment agencies.