



Contract Administrator

Simon Roofing and Sheet Metal Corp. is seeking a Contract Administrator for its corporate office in Youngstown Ohio.

The ideal candidate must be able to help develop, review and manage roofing project contracts. This person will also be responsible for the following duties which include but are not limited to:

- Compile and submit bid packet proposals for roofing projects.
- Record and disseminates information regarding contract modifications, deviations, negotiations, and completion or termination.
- Participate in pre-proposal activities to include solicitation review, developing internal analysis, completing business proposals to include pricing standards forms and narratives.
- Draft and review teaming and nondisclosure agreements
- Analyze significant and/or unique contract requirements
- Monitor company's performance on contracts assigned on an on-going basis to ensure conformance to original proposal and contractual terms and conditions.
- Interaction with customers, vendors and internal staff to assure all reasonable expectations are met.

Requirements:

- Must possess College Degree
- Ability to understand business finance, marketing and legal aspects of construction procurement.
- 3 + years experience working with construction contracts
- Proficiency using all Microsoft Office Products.
- Must have the ability to manage changing priorities
- Must have exceptional written and communication skills.
- Excellent organizational, and time management skills required

We offer paid time off, paid holidays, 401K, medical benefits as well as professional work environment.

Salary is commensurate on experience.

Applicants must send resumes and salary requirements to:
employment@simonroofing.com (ATTN: Contracts Administrator)