

Contracts Administrator – San Diego, CA

About Katz & Associates:

Katz & Associates is a nationally recognized communication consulting firm specializing in stakeholder outreach and public involvement programs for public and private sector clients. From water and public utilities, to energy, transportation, environmental sustainability to real estate, development, civic issues, policy and quality of life issues, we maintain a firm commitment to providing communication programs that create awareness about key issues that are of critical importance to communities. We help our clients communicate effectively about things that matter.

With locations in San Francisco, Los Angeles and headquarters in San Diego, we serve clients nationwide. We offer competitive compensation and the opportunity to work with a great team of practitioners on important projects.

Summary:

We're looking for creative, energetic and committed candidates interested in a long-term position, not just a job! Ideal candidates are team players with great attention to detail, ability to multitask and prioritize effectively, can work with minimal supervision and take initiative to complete tasks, must be customer-service oriented and possess outstanding communication skills. High level of proficiency in Microsoft Office programs (Outlook, Word, Excel, etc.) is a must.

Essential Duties and Responsibilities:

- Follow the established contract administration procedures.
- Review all new contracts and alert project manager to any potential concerns.
- Review all contract terms and insurance requirements, reaching out to our insurance brokers or seeking legal counsel if necessary.
- Contact client's directly with any questions or requests for changes to the contract.
- Ensure all project budgets are accurate in the system.
- Maintain all contract documents and expedite submittal and receipt of executed originals.
- Upon execution of all contracts, create new project number in Microsoft Dynamics and add associated tasks, set up physical contract files and log information on master project tracking chart.
- Identify pertinent billing/invoice instruction section from contract and include in accounting files.
- Provide Accounting with all necessary information needed to properly invoice the clients.
- Act as a liaison with liability insurance broker to make sure we comply with insurance requirements and order necessary insurance certificates.
- Track all contract related documents to ensure completion, communications and follow through.

Experience/Education

- Associates degree and some training in document and database management required. Bachelor's degree preferred.
- Minimum three years related experience required.
- Work in a professional services environment preferred.
- Human Resources experience a plus

Skills and Knowledge

- Government bid and proposal process, FAR, DCAA and state contract requirements, fixed price, cost plus, percent complete and time and materials contracts
- Accurate word processing and document production
- Efficient management of multiple tasks
- Advanced knowledge of budget/spreadsheet creation
- Detail-oriented
- Creativity
- Diplomacy
- Effective communication
- Problem solving
- Flexibility
- Project management
- Initiative
- Ability to work independently
- Time management
- Knowledge of advanced Internet and Microsoft Office applications
- Client service concepts
- Database management
- Business correspondence
- Standard rules of spelling and grammar

Other Requirements:

- This position requires 40 hours per week, Monday through Friday
- Must possess driver's license, car, registration and insurance

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing duties of this job, the employee is regularly required to use hands, finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and taste or smell. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds, and occasionally lift/and or move up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To Apply:

All interested candidates should send their resume, cover letter and salary requirements to careers@katzandassociates.com for consideration.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.