



S&W Sales and Services, LLC dba S&W Contracting

Job Announcement

Job Title:	Contract Administrator	Travel Required:	Occasional
Location:	Fort Valley, Georgia	Position Type:	Full-time
Level/Salary Range:	\$15.00 - \$18.00/hour	Date Posted:	7/11/2016
HR Contact:	Sherrie Moody	Posting Expires:	7/22/2016
Resumes Accepted By:			
EMAIL: email: info@sandwsales.com Subject Line: Contract Administrator Position		MAIL: S&W Sales and Services, LLC dba S&W Contracting ATTN: Contract Administrator Position 109 S. Camellia Boulevard, Suite 101 Fort Valley, GA 31030	
Job Description:			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • DRAFT, NEGOTIATE, AND IMPLEMENT NEW CONTRACTS, AMENDMENTS, RENEWALS, AND TERMINATIONS. • COORDINATE DESIGN OF CONTRACT VERBIAGE WITH OTHER INTERNAL DEPARTMENTS INCLUDING LEGAL, AND FINANCE • ACT AS THE POINT OF CONTACT FOR BOTH INTERNAL AND EXTERNAL CUSTOMERS IN REGARDS TO CONTRACTUAL ISSUES AND PROJECT STATUS. • REVIEW AND NEGOTIATE CONTRACTUAL DETAILS, INCLUDING SPECIFICATIONS, PRICE, DATE OF DELIVERY AND CONTRACTUAL PROVISIONS. • PREPARE PROPOSALS FOR CONTRACTS, COMPILE AND PROCESS CONTRACTS, SEARCH AND PREPARE SOLICITATIONS PACKAGES • OTHER ADMINISTRATIVE DUTIES AS ASSIGNED 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Minimum Associate of Science in Communications, Pre-Law or 2 years equivalent related experience; Possess experience in construction administration is a plus; Fluent in English, Research skills, and sincere desire to work; Ability to pass background check; valid driver's license.			
PREFERRED SKILLS			
Basic Analytics (Creation and Interpretation), Strong attention to Detail, Strong Communication (Written and Oral), Proficient in Computer (MSOffice)			
ADDITIONAL NOTES			
Attention to details is required, analytical thinking skills, flexibility to prioritize and re-prioritize with changing goals. Organizational skills, strict and floating time schedules. Ability to multi-task; flexible work schedule when needed.			
S&W is an Equal Opportunity Employer. M/F/H/V.			
Reviewed By:	SMM	Date:	7/11/2016
Last Updated By:	SMM	Date/Time:	7/11/2016