



Contract Administrator

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

We are seeking an Energy Conservation Contract Administrator who will play a key role providing support to management by assisting with the preparation, distribution, solicitation, oversight and tracking of technical specifications, work write ups, cost estimates vendor quotes and funding source approvals for all Energy Conservation Programs. Responsibilities include: developing and disseminating technical specifications; completing client mailings; reviewing files for program compliance; issuing jobs to contractors and monitoring performance; obtaining price quotes, assisting with program outreach and marketing; performing miscellaneous office functions.

Qualifications include:

- HS Diploma or High School Equivalency Diploma required.
- Associate's Degree in accounting, business management, construction management or other related field is preferred.
- Two years' experience in contract administration, bidding or estimating in a construction related field is preferred.
- Excellent customer service skills required.
- Proficiency with PC applications to include MS Office, Outlook, Excel, web-based programs and PowerPoint preferred.
- Construction management experience preferred.
- Detail oriented with good understanding of construction process.
- Knowledge of construction related and/or weatherization terminology and general practices.
- Excellent verbal and written communication skills. Ability to speak Khmer or Spanish is a plus.
- Night and weekend work may be required as needed.

Licenses and Certificates:

- Valid Driver's License and reliable transportation required.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.