



JOB DESCRIPTION

JOB TITLE: Construction Contract Coordinator

EMPLOYER: Construction Management Associates, Inc.

DEPARTMENT: CMA

REPORTS TO: Director of Construction

EFFECTIVE DATE: 1/9/2020

SUMMARY: Provide contract support to ownership & departmental personnel by ensuring timely issuance of contracts, subcontracts and change orders for all related projects. Ensures compliance with industry standards.

DUTIES AND RESPONSIBILITIES:

- Work directly with Estimator and Project Managers on issuing subcontracts for Construction Projects.
- Modify contract language specific to project needs.
- Assemble necessary exhibits and documents for said contracts.
- Collect and review returned subcontracts for completeness and markups.
- Work with Project Manager and Compliance Accountant to ensure compliance for Housing Authority Participation Plan requirements.
- Prepare American Institute of Architect (AIA) contracts between Owners and General Contractor.
- Examine and analyze existing policies and procedures, research alternative opportunities, and develop more effective and efficient processes.
- Perform other related duties as assigned by management.

QUALIFICATIONS:

- Associates degree preferred or equivalent
- Three to five years related experience
- Familiarity with construction standards and terminology
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Strong interpersonal skills
- Ability to understand and follow written and verbal instructions
- Excellent computer skills in Microsoft Suite
- Familiarity with AIA and Pro Contractor software

COMPETENCIES:

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to sit for long periods of time
- Continually required to utilize hand and finger dexterity (computer keyboard)
- Frequently required to talk or hear
- Occasionally required to lift/carry items up to 25 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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