

**L² Construction Management Solutions
Job Description**

Job Title: Associate Contract Analyst

Reports To: Alliance Manager

Date Position Description was updated: 8/2/17

FLSA Status: Exempt

SUMMARY OF POSITION:

The Contract Analyst's responsibilities will include but may not be limited to: Assist with data management, development of reports and workdowns, and assisting the Alliance Manager as needed. Must have excellent computer skills and knowledge of various tools and software including Microsoft Suite specifically Excel, Word and PowerPoint. Other duties may be required to accomplish the objectives of the position such as collaborating with other departments/agencies (both internal and external) cities, counties and municipalities. Other duties may include obtaining permits, serving on initiative teams, and providing analysis to meet the objectives of the business unit.

ESSENTIAL FUNCTIONS:

- Supports the development of bids, contracts, and agreements.
- Coordinates with contract owners and stakeholders to ensure that project goals, expectations, and needs are achieved.
- Supports the creation of contracts scope of work, schedule of values, bid specifications, and bid packages.
- Compiles and submits bid packages in accordance with the program schedule.
- Consolidates and organizes contract documents including encroachment and environmental permits, land rights, IFC drawings, and all other applicable standards.
- Creates quality procurement requests (shopping carts) for the issuance of contracts in a timely manner.
- Participates in job bid walks and review meetings w/ Project Managers, Job Owners, Inspectors, Contractors, and other personnel.
- Assists with basic Change Orders by reviewing the existing contract and confirming validity of change order request. Assists with negotiation and preparation of the Change Order.

DESIRED MINIMUM QUALIFICATIONS:

Requires effective oral and written communication skills, excellent interpersonal skills and strong computer literacy. Good problem-solving skills and the ability to multi-task are essential. Must be a self-starter and have the ability to organize and prioritize work.

- Bachelor's Degree in Business Administration, Construction Management or equivalent combination of related education and experience.
- Project Management, Project Controls, or Construction Management experience
- Risk Management and Earned Value Analysis experience
- Mathematical skills
- Accounting/budgeting knowledge
- Forecasting skills
- Knowledge of advanced functions of Excel.
- Knowledge of advanced functions of Word, Outlook, and Power Point.
- Experience with appropriate software tools, currently SAP Work Management, Controlling Orders, Planning Orders and Business Warehouse.
- Effective analytical and problem solving skills with great ability to prioritize workload and meet deadlines.
- Exceptional interpersonal communication, presentation, and writing skills.
- Strong attention to detail required executing tasks.
- Ability to multi-task, prioritize and possess strong time-management skills.
- Well organized, team player, professional and energetic.