

**Job Title:** Contracts Administrator

**Position Location:** Charlottesville, Virginia

**Reports to:** Associate Director of Design and Procurement

**Employment Type:** Full time, exempt, Salary

**Compensation:** Anticipated salary range \$32,000-40,000. Benefits include: medical insurance, life insurance, dental insurance, vision insurance, accident insurance, long term disability coverage, retirement plan with company match, paid time off, paid holidays and family leave.

**Habitat:**

Habitat for Humanity of Greater Charlottesville (Habitat) is an innovative non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty worldwide.

**Scope of Responsibilities:**

The Contracts Administrator will support the Associate Director of Design and Procurement in the day to day execution of contracted labor and procurement of construction materials. He/she will work with Home Construction staff to determine material needs and ensure they are delivered to site. The Contracts Administrator will also assist the Associate Director of Design and Procurement in developing scope of work outlines for subcontractors and coordinating the execution of their work. He/she will be the day to day point of contact for contractors and will be available to answer questions or assist in logistical situations and will be responsible for tracking what goods and services have been delivered. Once determined, the Contracts Administrator will approve invoices and facilitate payment to the appropriate vendor.

**Responsibilities:**

- Assist the Associate Director of Design and Procurement in the negotiation of terms, analyses of price, and creation of the subcontract documents
- Monitor subcontractor performance including schedule, management of the deliverables;
- Ensure all subcontract standards, plans, and policies are met
- Review and resolve with subcontractors all issues affecting subcontract execution
- Maintain contact with Associate Director of Design and Procurement regarding subcontract status, modification, deviation, and termination
- Generate accurate estimates or take-offs of construction materials.
- Communicate take offs with project leads and incorporate any agreed-upon modifications
- Communicate timelines to ensure that estimates are generated in time required.
- Secure pricing from several vendors to ensure we are spending donor funds responsibly.
- Secure pricing according to our active procurement policies
- Establish new and maintain current relationships with vendors

- Continue to evaluate new materials and building practices to ensure we are building the most sustainable, efficient, and economical home possible
- Ensure that any needed materials are on site prior to work starting
- Assist Home Construction to maximize their efficiency while maintaining the highest possible quality standards.
- Help identify ways to decrease construction costs.
- Approve the completion of work or receipt of materials and approve payment promptly.
- Keep an accurate account of all job-related spending.
- Perform other duties as assigned by the Associate Director of Design and Procurement

### **Prerequisite Requirements:**

- Previous Project management experience
- General Construction knowledge
- Positive, “can do” attitude
- Commitment to Habitat for Humanity’s mission of service to others
- Natural preference for working in a team environment
- An understanding of construction materials for building such as: framing, siding, drywall, roofing, finish carpentry, etc.
- Excellent delegation and leadership skills.
- Ability to work well with diverse populations including sponsors, partner families, staff, community leaders, board members, and other volunteers
- Strong skills including ability to multi-task effectively
- Strong communication skills (both verbal and written)
- Computer skills including Word, Excel, Outlook, Google Calendar
- Proficiency in Architectural software i.e. AutoCAD
- Ability to read and understand architectural drawings
- Ability to remain calm and focused in a constantly changing environment
- Professional appearance at all times (to include no altered shirts, political or other potentially offensive comments, etc.) befitting the public face of Habitat

*Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.*