



14795 SW 72<sup>nd</sup> AVENUE  
PORTLAND, OR 97224  
PHONE: 503.620.4020  
WWW.DELTAFIRE.COM  
CCB# 64174

## **CONTRACT ADMINISTRATOR**

We are seeking a Contract Administrator to join our team! As part of the front office team, you will be performing multiple tasks to support construction contract maintenance and billings. Contract maintenance/billing tasks include, preparing contract signature documents, permit preparation, submittal documents, insurance documents, email correspondence, project closeout documentation, and monthly or as needed billings to the customer. You will also act as liaison to customer as directed by Project Manager. Other duties include, but are not limited to, answering a multi-line phone system, miscellaneous filing (both paper and electronically), processing daily mail, and other miscellaneous office tasks as assigned. Reports directly to Front Office Team Leader.

### **Responsibilities:**

- Construction contract maintenance/billings as described above
- Communicating within your project team to ensure a successful project
- Minimal driving as needed for permitting purposes (depends on jurisdiction)
- Assisting other front office team members with special projects as needed
- Answering phones on multiline phone system
- Processing daily outgoing/incoming mail; daily/weekly filing as required
- Other front office duties as assigned

### **Qualifications:**

- Negative drug test
- Safe work habits
- Reliable means of transportation
- Ability to safely handle physical workload (up to 10 lbs. daily)
- Able to work at computer/desk for long periods of time
- High school diploma or GED required
- Professional written/verbal communication skills required
- Previous construction contractor experience preferred
- Must be proficient in Microsoft Office programs (Word, Excel), Adobe Acrobat very helpful
- Customer service experience and Foundation construction software experience a plus!
- Accounting background helpful, but not required
- Starting Salary \$18-20/hr.; dependent upon prior experience
- Working hours: M-F, 7 am to 4 pm
- Benefits: 401k/medical & dental insurance/life insurance/paid time off

Come to work for an industry leader in the local area while enjoying a competitive wage and generous benefits package!

4/23/2021