



*Posting Date: September 18<sup>th</sup>, 2024*

## Contract Administrator

*Founded in 1916, Lakehead Constructors, Inc. is a leading construction company in the Twin Ports and Iron Range, providing high-quality construction, management and building services to a wide variety of industries in the Upper Midwest region. With one of the most diverse portfolios in the area, Lakehead specializes in industrial construction, including institutional and commercial, mining and steel, oil and gas, power generation and railroad. Founded on a mission of safety, quality, service and innovation, Lakehead employs a highly skilled, flexible workforce with a passion for providing the highest quality service.*

If you enjoy a fast-paced work environment that offers a wide variety of challenging work, and you have a passion for safety, quality, service, and innovation, make Lakehead Constructors, Inc. your next career move. With an opportunity to be a part of a highly skilled construction team and the ability to work on a diverse portfolio of projects.

Lakehead Constructors, Inc. is seeking a Contract Administrator to join its team in Superior, WI. This position will provide administrative support in the management of material contracts, subcontracts, and lump sum billing, and ensure compliance of vendor contracts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Coordinate material contracts, subcontracts, and annual contracts between Lakehead and vendors.

- Set up vendor in construction software (Viewpoint Vista), obtain necessary approvals and ensure document management process is organized and in compliance.
- Perform accounts payable duties and vendor check compliance for material and subcontracts.
- Route purchase orders as necessary.
- Track and maintain lien waiver and insurance certificate processes.
- Process internal and external change orders in Viewpoint.
- Manage subcontractor lump sum billing process.
  - Draft cover page and ensure customer requirements are met.
  - Facilitate approval process.
- Process internal and external certified payroll per federal requirements.
  - Complete IC-134 Contractor Affidavit per MN DOR.
- Attend relevant project manager meetings as required.
- Communicate with internal stakeholders (Purchasing Manager, VP of Construction and Controller) as necessary to coordinate contract process.
- Crosstrain to backfill various accounting/finance positions.
- Perform all other duties as assigned.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



**Education and/or Experience:**

High school diploma or general education degree (GED); Two-year degree in Business, Finance or Accounting related field or a four-year degree is preferred; 1-3 years of related experience and/or training working with contracts; construction industry; or equivalent combination of education and experience.

**COMPETENCIES:**

- Technical knowledge of spreadsheets, Microsoft Office programs, including Microsoft Teams, Adobe / Bluebeam.
- Experience with construction software preferred.
- Flexibility to work with a variety of projects, clients, and tasks.
- Organizational skills to manage high quantity document control.
- Detail-oriented to ensure contract compliance.
- Strong communication skills and high level of professionalism.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with arms and hands; and talk or hear. The employee is required to be able to work at a computer monitor for extended periods of time. Specific vision abilities required by this job include close vision and the ability to read a computer monitor.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The work environment is a professional office environment.

Typical office hours are from 8:00 am to 5:00 pm with one hour for lunch but may fluctuate as the job necessitates. Position requires a minimum of a 40-hour work week.

**Disclaimer:** The duties, responsibilities and activities outlined in this job description are representative of the job but are not all inclusive. Lakehead Constructors, Inc. reserves the right to modify the duties of this position at any time, with or without notice.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position. The essential duties and responsibilities of this job may also be modified to provide suitable, gainful employment for those individuals who have been released to return to work with temporary or permanent restrictions.**

**Lakehead Constructors, Inc. is an Equal Opportunity Employer**