

JOB TITLE	Contract Administrator	LOCATION	Anchorage
TYPE OF POSITION	PT/FT, Regular	SCHEDULE	Monday - Friday
FLSA STATUS	Non-exempt	REPORTS TO	CEO
SUPERVISES	N/A	DATE POSTED	11/15/23

POSITION SUMMARY:

Our fast-paced 8(a) company is seeking a dynamic professional to grow with us as we expand.

The Contract Administrator brings together a broad range of organization, contract and program management, and research and administrative knowledge with expertise in the Federal award and program arena and SBA 8(a) program. Awards range from small to large and complex. This position manages pre and post award activities related to programs, contracts and cooperative agreements.

ESSENTIAL FUNCTIONS

- Develop and maintain positive relationships with project managers, contracting officers and representatives, funding agencies, collaborating organizations, and multiple clients to ensure proper and timely program and contract administration. Provide competent and timely assistance and guidance to internal staff and clients throughout the life of a project from proposal, award to closeout.
- Daily maintenance of program and contract matrices.
- Work closely with Finance Department to ensure submission of timely and proper financial reports as required.
- Provides complete and accurate award management for all program and contract awards from set up to closeout.
- Thoroughly reviews notices of award, modifications, and accompanying terms and conditions. Notifies CEO, Finance, and clients and other offices of all award requirements (e.g. reporting, deliverables) and restrictions.
- Initiates the award close out process and coordinates closeout with other through completion.
- May perform incidental tasks related to the position as well as various duties, as assigned, to support the overall objectives and goals of the team.

REQUIRED QUALIFICATIONS:

- Contract administrative experience, program management experience. Experience in federal and state contracting and program management.
- Exceptional knowledge of Excel and database management.
- Financial background, ability to review and ensure proper and timely financial reports for local, private, state and Federal agencies.
- Excellent oral/written/e-mail communication and organizational skills. Promotes a positive image.
- Excellent critical thinking and problem-solving skills.
- Demonstrate initiative in identifying issues, optimizing and streamlining work, and offering solutions.
- Ability to establish priorities and work independently.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. Standard work week is 37 hours, with 3 hours of paid leave provided each Friday.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow and perform any other job-related instructions and any other job-related duties requested by any person authorized to give instructions or assignments.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. We are an AAP/EEO Employer and Drug Free/Alcohol Free Workplace.

We offer 12+ paid holidays, paid time off (two weeks in your first year of employment), onsite parking, medical/dental/vision and matching 401k. Optional employee paid supplementary insurance through AFLAC available. Full time employees are paid 40 hours for a 37-hour work week (36 in the summer).

JW Industries Group (JWIG) is an SBA 8(a) and Women Owned Certified Small Business.