**Contract Administrator**

**Division:** Midstate Machine – Ohio

We are looking for a Contract Administrator to join our team. Your main duties will be to prepare, negotiate and review various company contracts. A successful Contract Administrator will demonstrate a strong attention to detail along with the ability to discover potential risks for our company. Our ideal candidate will have previous experience managing contracts and is comfortable negotiating terms/conditions and pricing. Ultimately, you should ensure all our contracts conform to company policy and meet our company goals.

**Responsibilities**

1. Negotiate contract terms including pricing with internal and external business partners
2. Review and update existing contracts
3. Explain terms and conditions to managers and interested parties
4. Ensure that employees understand and comply with company contracts
5. Analyze potential risks involved with specific contract terms
6. Coordinate with legal resources as needed
7. Ensure all deadlines and conditions described on contracts are met (e.g. payments and shippings)
8. Maintain organized system of physical and digital records
9. Create standards for existing and new contracts

**Requirements and Skills**

1. Proven work experience as a Contract Administrator, Contract Manager, or relevant role.
2. Knowledge of legal requirements involved with contracts.
3. Familiarity with accounting and financial procedures.
4. Excellent writing skills.
5. Keen attention to detail, with an ability to spot errors.
6. Strong analytical and organizational skills.
7. Ability to work with varying seniority levels, including staff, managers, and external partners.
8. BS degree or equivalent experience; additional qualifications in law are a plus.