## CONTRACTS ADMINISTRATOR

### GENERAL FUNCTIONS
Reviews, negotiates and administers contracts for ship repair, rig repair and new construction.

### TYPICAL FUNCTIONS: *The following statements are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of all responsibilities.*

- Review potential contracts, analyze contract language, prepare comments and negotiate fair and equitable contract language.
- Manages all activities involving contract amendments, modifications and/or extensions of contracts.
- Reviews and analyzes performance requirements, delivery schedules and cost and delivery estimates for completeness and consistency and responsiveness to the requirements of the Contract.
- Responds to all customer inquiries pertaining to assigned projects. Reviews, monitors and processes all correspondence with customers. Coordinates the submission of periodic reports as required by the Contract.
- Reports to Company Management as to the progress of the Contract, current or potential Contract issues and the status of the Company’s relationship with the customer.
- Advises the Project Team of Company’s rights and obligations as set forth in the Contract, responsible for interpreting contract language and advising the project team regarding issues of Contract compliance.
- Generate written responses, presentations, and participates in management reviews.
- Analyzes and compares price proposals, estimates changes and negotiates changes by requesting and obtaining the necessary costs, manufacturing and scheduling data for change order pricing from the appropriate Project Team Members.
- Performs contract closeout actions, completes file documentation, and retains hard copies of reports and claims and forwards to Corporate Contracts copies of same as required.

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES
Ten or more years of maritime experience as a contract administrator or manager, or in a closely related field.

Must be able to understand the technicalities, including language, of contractual agreements, as well as specifics of the ship repair, rig repair and shipbuilding field, and possess management skills, leadership skills and the ability to successfully negotiate.
DESI RABLE EDUCATION, EXPERIENCE & TRAINING

Requires a bachelor’s degree or equivalent college level course study in Business Administration or equivalent combination of experience and contracts administrations training which results in the required knowledge, skills and abilities. A minimum of ten (10) years experience desirable.