

Contract Administrator

Olson Kundig is a Seattle-based architectural design practice founded on the ideals that buildings serve as a bridge between nature, culture and people, and that inspiring surroundings have a positive effect on lives. The firm's work can be found across the globe, with projects as wide ranging as huts to high rises, homes for art collectors, academic institutions, cultural and civic projects, museums and exhibition design, places of worship, creative work spaces, urban planning and interior and landscape design.

The position of Contract Administrator is a full-time hourly position with a full benefits package including a partial commuter subsidy; up to ten days of paid vacation, six paid personal days, and nine paid holidays; 100% employer-paid employee medical insurance, life insurance, and disability and long term care insurance; as well as a menu of employee-paid benefit options for self and family members. We offer a retirement plan after six months of employment and profit sharing. The ideal candidate will possess strong interpersonal skills, outstanding verbal and written communication skills, an interest in teamwork and collaboration, sense of humor and desire to work in a creative professional environment.

Job Summary

The Contract Administrator will be responsible for all aspects of contracts administration. Knowledge and experience with contract law, contract development and management is necessary. This position requires an ability to communicate using legal and architectural industry terminology. This individual will have excellent management and interpersonal skills, with an ability to work as an individual contributor and team player.

The Contract Administrator is responsible for initiating, tracking, preparing, examining, analyzing, and revising proposals, contracts, and other forms of documents and agreements required by the firm's practice.

- Track the status of agreements within the firm and with its clients and consultants.
- Participate in the review and drafting of agreements to ensure that each is consistent with the agreed upon requirements of the parties and provide appropriate support over the life of the agreement.
- Work with the firm's legal counsel and marketing, finance and project management team to monitor the status of projects to determine the need for new agreements or changes in existing agreements.

Essential Job Duties and Skills:

- Work with administration and professional staff to review each contract in accordance with the firm's internal policies and processes.
- Make necessary recommendations and assist in revision of agreements as required.
- Manage the flow of contract documents and provide counsel for review of contracts for staff
- Review and provide oversight for all existing contracts by inspecting the contract database to assure agreements are in place as required.
- Assist to identify and develop standard agreements (templates)
- Review agreements for appropriate use of composition, language and grammar.
- Effectively work in coordination with managers to analyze agreements and understand appropriate applications.
- Identify the need for new or changes to existing forms of agreement and make appropriate recommendations.
- Employ customer support skill, ensuring positive internal and external client relations when drafting and negotiating agreements.
- Exhibit good decision making skill in resolving conflict or differences that arise in negotiation of new or existing agreements.

Other duties as requested.

Qualifications:

- Associates degree or paralegal certification (experience may be substituted)
- 5-years of related work experience with contract or document administration (familiarity with AIA documents and contracts is a plus)
- Clear and concise written, verbal and email communication skills are required
- Intermediate user of Outlook, Word and Excel preferred
- Able to independently manage time and prioritize responsibilities to meet deadlines
- Able to maintain a high level of discretion with confidential information

Job Conditions:

- Availability to work 40 hours per week during normal office hours with occasional overtime when required
- Work is in an office environment with fluorescent lighting
- Standing or sitting for long periods of time in front of a computer screen
- Frequent keyboarding and manipulating a mouse or similar device
- Frequent use of computers, telephones, printers, copiers and other office equipment
- Frequent light lifting, bending, reaching and turning related to filing, administrative or organizational projects

Competitive hourly wage DOE | *Equal Opportunity Employer*

To apply for this position, send your cover letter, resume and salary requirements to:

Human Resources
Attn: Contract Administrator
Olson Kundig
159 S Jackson St, Suite 600
Seattle, WA 98104 USA

Or via email to: careers@olsonkundig.com

Email subject lines should include your name and "Contract Administrator".

No phone calls for this position please.

For additional information about us, visit: www.olsonkundig.com