



Lead Contract Administrator / Procore Administrator

The Lead Contract Administrator oversees the Contract Administration Department and works closely with Contract Admins, Preconstruction, Project Teams, and Accounting to create, update, transmit, and maintain project information and documents as they are made available.

The Procore Administrator acts as the Procore “resident expert” and is responsible for being knowledgeable of system updates and procedure changes and communicating those to all affected parties. The Procore Administrator is also responsible for the entire Procore System and works closely with Procore’s representatives and the IT Technology Strategist to ensure best practices are being followed and have not become outdated.

Responsibilities include:

- Review, prioritize, and shift duties as necessary to complete requests by urgency level.
- Review ongoing projects weekly with CAs to ensure each CA has the ability to complete tasks on time and provide consistent follow up with project team members.
- Review status of subcontractor licenses and other required documents during each payroll run and first workday of new month. Inform Project Team and Accounting of expired licenses. Work with subcontractor to correct deficiency.
- Coordinate with Preconstruction and Project Team to setup new projects. Coordinate with CAs to assign and turnover new project.
- Conduct weekly audits of CA work to ensure accuracy and timely processing.
- Conduct weekly meetings with CAs to ensure goals are being met and provide assistance.
- Complete all Contract Admin duties for assigned projects. This includes project document creation and maintenance, contract creation and execution, coordination and communication with all project team members, and fielding calls from subcontractors, vendors, and design team members.
- As the Procore Administrator and “resident expert”, participate in on-going Procore training, webinars, and user groups. Communicate system updates and corresponding procedure changes to affected parties.
- Conduct monthly training class for staff on best practices for Procore tools.
- Coordinate with the Procore CSM to set and reach goals for further adaption of tools.
- Field calls from internal and external team members for questions and issues with Procore or DocuSign.
- Update procedures / best practices within Procore Training Center.
- Conduct audits on data entered in Procore and communicate needed fixes to responsible parties.
- Maintain the DocuSign account and work with IT Technology Strategist for yearly renewal.



Living the RA-LIN Culture

The Contract Administrator is expected to perform job responsibilities while upholding the company's beliefs in client service, excellence, teamwork, continual improvement, and professionalism.

Responsibilities include:

- Understanding and embracing RA-LIN's Strategic Objectives and processes to drive positive business outcomes
- Serving as a role model and promoting professional behavior

Relationships

- With Vice Presidents. Reports to and is evaluated by the Vice Presidents.
- With Senior PMs, PMs, Superintendents, and other project team members. Coordinates the production of project documents.
- With Preconstruction. Coordinates on Budget Rollover.
- With Accounting. Coordinates on Monthly Sub Payments and Retainage Release.
- With IT Technology Strategist. Coordinates on all major Procore and DocuSign changes as well as yearly renewals.

Candidate Skills, Qualifications, & Requirements

- Strong Attention to Detail
- Proven written and verbal communication abilities
- Proficient with computer applications, especially Microsoft Office Suite. Prior experience with Procore is necessary. Prior experience with Spectrum and DocuSign is helpful.
- Ability to work independently and as part of a team
- Resourceful with the ability to problem solve
- Ability to work within tight deadlines
- Knowledge of industry
- Ability to sit for prolonged periods of time
- Ability to lift 15 pounds