

# Contract Specialist

For a utility design-build construction company  
In Benicia, California



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## Job Description

Are you self-motivated, have an attention to detail and looking for an opportunity to further develop your skill as a Contract Specialist? Join our team and experience all that Charge has to offer! This is an exciting time to join our team. We're growing at a fast pace and able to provide ample opportunity for career development.

The Contract Specialist receives daily leadership support from the under the Director of Risk and Change Management. We place an emphasis on candidates with strong interpersonal and communication skills.

## Responsibilities

- Review, negotiate, and/or prepare contractual agreements with clients using current research methods and a knowledge of a client's needs and ability to fulfill its requirements
- Collaborate with all business departments in communicating contractual requirements applicable to them
- Ensure that the terms of contractual agreements written in language that is legally binding and in accordance with the desires of the client
- Assist clients to fulfill the terms of or to terminate contracts on mutually amicable terms
- Review contract terms and conditions to verify that they are in compliance with company policies and all applicable federal and state regulations
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Self-monitor progress according to the schedule of completion to submit drafts and documents in a timely manner
- Keep track of all prime contracts in an orderly manner in an organized location for all internal parties to access
- Proofread, edit, and fact-check legal documents for accuracy and consistency, according to a style guide if provided by the client
- Support the procurement team in the review, negotiation, and drafting of subcontracts
- Support the processing and handling of general liability and auto insurance claims

## Qualifications

- Knowledge of current and legally binding contractual language and terminology
- Willingness to work virtually or in an office setting
- Ability to identify, analyze, and suggest solutions for problems, customer complaints, and client concerns
- Excellent interpersonal and communication skills, including a mastery of the English language
- Clear adherence to company policies and procurement rules and regulations
- Good organization skills and the ability to multitask on several projects simultaneously
- Knowledge of negotiation best practices, both in-person and in written form, that considers cultural norms and the client's best interests
- Ability to compose, interpret, and negotiate contract language.
- Ability to work effectively individually and in a collaborative environment
- Analytical and critical thinking skills
- Prioritizes workload independently based on department priorities and goals.

## Desired Background

- 5+ years of prime contract administration experience
- 2+ years of legal or paralegal experience, preferably working directly with contract law
- Degree or equivalent experience

## Ready to Apply?

Please send your resume to Brianna Newton at [careers@chargeEPC.com](mailto:careers@chargeEPC.com)