

Job Title: Office Manager/Contract Administrator	Status: Full Time
Salary: TBD	Location: Fort Hood, TX

Position Overview:

IEC is a general construction contractor based in Kansas City and is looking for a Contract Administrator/Office Manager for a long term JOC Contract at Fort Hood, Texas.

To Apply

Please visit: <http://www.infiniteenergyconstruction.com/wp-content/uploads/2015/02/IEC-Application-2.pdf> to download an application. Please return a completed application to careers@iec8a.com. Resumes are welcome, but **candidates without a completed application on file will not be considered for this position.**

Essential Job Functions:

- Assist in the day to day contractual and administrative needs of ongoing projects:
 - Prepare subcontracts, purchase orders, and change orders
 - Maintain all logs, including but not limited to shop drawing and submittal logs
 - Assist with bidding projects by collecting vendor pricing/quotes
 - Assist with bid/RFP/RFQ preparation
 - Assist with preparing submittal documents
- Provide onsite A/P, A/R, payroll, certified payroll, and invoicing
- Schedule and organize complex activities such as meetings, travel, and conferences
- Maintain and update project filing system
- Answers phones, takes messages or fields/answers all routine and non-routine questions.
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of construction industry
- Exceptional organization skills and attention to detail
- Strong computer skills
- Fluent with Microsoft Office products (Word, Excel, Outlook required)
- Familiarity with accounting processes and procedures
- Strong oral and written communication skills
- Strong problem solving skills
- Technical writing skills
- Analytical and critical thinking skills
- Ability to communicate with technical and non-technical individuals
- Ability to follow verbal and written instructions
- Ability to gather data, compile information, and make reports
- Ability to multi-task, establish priorities, and meet deadlines
- Ability to work on and with a team
- Ability to work and make decisions with minimal supervision

Education and Experience

- High school diploma required
 - 2 year degree in business, office administration, accounting, or like field preferred.
- 5-10 years of progressive construction administration or contract administration experience
 - Demonstrated experience working on federal contracts
- Ability to work on a federal military installation (Pre-employment background check required)

Equal Opportunity Employer

IEC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. IEC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. IEC conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, IEC will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.