

Contract Specialist – Construction

Port Authority is seeking a Contract Specialist – Construction to monitor and participate in the administration of all construction contracts and related professional service agreements as they relate to Engineering and Technical Support. To coordinate Port Authority resolution of construction contract disputes and claims. Implement the acquisition process to secure construction agreements provide support to construction solicitations; develop procurement policies and procedures for professional service contracts; administer assigned utility agreements and other assigned agreements; and to provide support to the Manager of Contract Administration – Construction.

Essential Functions:

- Coordinates and administers construction agreements, including, but not limited to:
- Monitors and participates in contract administration activities for publicly bid construction and construction related procurement contracts including specification and bid document development, bidding and contract execution, monitoring changes and pay estimates and contract closeouts.
- Provides contract administration support for construction related professional service agreements, including, but not limited to, document preparation, soliciting and award processes, agreement monitoring and changes to agreement closeout.
- Review, expedite and monitor the processing of invoices for professional service-construction agreements.

Job requirements include:

- Bachelor's degree in Business Administration or related field from an accredited school. Contract Administration experience may be substituted for the education on a year-for-year basis.
- Minimum of five (5) years contract administration experience procuring capital and non-capital contracts including preparing bid documents, administering awards, contracts and preparing requisitions.
- Experience utilizing a Purchasing/Inventory software system with regard to purchase orders and bid processes
- Demonstrated ability in the use of Windows, Microsoft Excel and Word.
- Professional and effective communication skills.
- Strong organizational and people skills, multi-tasking capabilities, detail oriented with good math skills, and the ability to work with minimum supervision.

Preferred attributes:

- BA/BS Degree in contract management or procurement field from an accredited school.
- Electronic procurement experience in PeopleSoft / Oracle.
- Contract management or related certification.
- Valid PA driver's license.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Missy Ramsey
Employment Department
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Pittsburgh, PA 15222-2527
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EOE