

Associate Contract Specialist - Construction

Pittsburgh Regional Transit is seeking a Associate Contract Specialist – Construction to assist Sr. Contract Specialists and Contract Specialist with providing end user department(s) with services, support, guidance, coordination, and consultation to identify and implement procurement objectives and methodologies based upon policy and procedures to secure construction contract agreements and provide comprehensive contract administration support for such agreements. Provide support to the Manager of Contract Administration – Construction. To assist Pittsburgh Regional Transit in preparing for and responding to various State, Local, and Federal Audits.

Essential Functions:

Assists Sr Contract Specialists and Contract Specialist by providing in depth administrative support relative to monitoring and administering all construction related activity including but not limited to:

- Maintain electronic and paper files documenting all construction related activity from pre-bid to close out including Advertisements, Bid Documents, Bid Tabs, Low Bid Notification, Pre-Award Submittals, Notice of Award, Agreements, Bonds, Insurance Certificates, Notice to Proceed, Change Orders, Work Orders, Pay Estimates, Close Out Documents, and other correspondence as necessary.
- Monitor payment and change order status to ensure there is no disruption in processing.
- Coordinate contract assembly, scanning, printing, and distribution.
- Retrieve data and prepare reports as required for audits or status of contracts, work orders, change orders, payments and other areas as identified.

Assist Sr. Contract Specialists & Contract Specialist with facilitating the development and implementation of PRT’s selected electronic bidding platform;

- Perform functions related to posting single and multi-prime construction bids utilizing an electronic bidding platform
- Assist with tracking revisions and making updates to Construction Contract Administration Procedure Manual relative to roles and responsibilities of procurement, engineering and construction, legal and other appropriate parties or end users that will be working within the electronic bidding platform; and
- Provide administrative support in the planning, development, processing, implementation, and distribution of electronic bidding Training Manual for end user departments and other appropriate parties as necessary.

Job requirements include:

- Associates degree in Business Administration or related field from an accredited school. Business Administration or Project Management experience may substitute for the education on a year-for-year basis.
- Minimum of two (2 years) business administration experience.
- Demonstrated ability in the use of Windows and Microsoft Word, Excel, and PowerPoint applications. Superior ability to work with technology.
- Detail oriented and comfortable working in a fast-paced office environment; outstanding planning and time-management capabilities; exceptional communication skills, superior organization skills and dedication to completing projects in a timely manner.
- Ability to work in a team environment, experience working collaboratively with other, capability of adjusting priorities and deviating from routines.

Preferred attributes:

- BA/BS degree in contract management, business administration or procurement field from an accredited school.
- Electronic procurement experience in PeopleSoft / Oracle.
- Experience with utilizing an electronic bidding platform
- 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:

Amy Giammanco
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Pittsburgh, PA 15222-2527
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EOE