

Contract Specialist – Bus & Rail

Pittsburgh Regional Transit is seeking a Contract Specialist to be responsible for procurement contract administration on assigned Request for Bid (RFB) and Request for Quote (RFQ). To facilitate the Request for Bid (RFB) solicitation process for securing agreements; prepare and oversee the Request for Quote (RFQ) process; provide contract administration for assigned contracts; and to facilitate the processing of contract material requiring laboratory and field tests. To provide support to the Manager of Contract Administration.

Essential Functions:

- Provides contract administration with contractors for assigned contracts, including coordination with user department when they experience contractor noncompliance or require assistance with contracts. Implements and prepares contract documentation and ensures the proper execution and administration of contract agreements with in-house staff, legal counsel, and vendors. Prepares and maintains procurement file folder with bid/contract policies and procedures to ensure compliance with proper contracting and governmental requirements. Arranges the final version of bid tabs. Develops change orders to contracts as required to ensure contracts stay within the funding allocated and within the original scope of work. Prepares bid advertisements, coordinates and sets bid opening dates with other Contract Specialists, selects and notifies in-house staff and prospective bidders.
- Facilitates the Request for Bid (RFB) solicitation processes for securing agreements including but not limited to:
 - Conducting assigned Pre-Bid Conferences and meetings.
 - Facilitates the receipt of and prepare responses to questions and requests for clarifications through the issuance of an addendum to the bid documents.
 - Performs as Port Authority's designated contact, as needed, during the sealed bid process.
 - Prepares and arranges agreements.
- Facilitate the processing of contracted material requiring laboratory and field tests to include:
 - Requesting Material Safety Data Sheets (MSDS) for review by the Safety Department.
 - Requesting samples of products for laboratory or field tests from bidders.
 - Coordinating these activities with the appropriate departments within PRT.
 - Monitor these activities via a report throughout this process.

Job requirements include:

- High School Diploma or GED.
- Bachelor's degree in Business Administration or related field from an accredited school. Contract Administration and/or Buyer experience within a contracting environment may be substituted for the education on a year-for-year basis.
- Minimum of five (5) years contract administration experience and/or buyer experience within a contracting environment procuring capital or non-capital contracts and supplies including preparing bid documents, administering awards, contracts and preparing requisitions.
- 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.
- PeopleSoft experience.



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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