

Construction Contract Coordinator – Clearwater, MN

TelCom Construction is an established national underground utility contractor with growing market presence within the telecommunications industry. We are currently seeking a Construction Contract Coordinator for immediate hire to work out of our Clearwater, MN location.

Who we are

Established in 2000, TelCom Construction, Inc. is a full service, turnkey telecommunications utility contractor, with locations throughout the Central US and Arizona. Our focus on delivering a quality product with attention to safety, integrity and customer satisfaction has driven our success.

Position

Under the direction of the Contracts Manager, the Construction Contract Coordinator assists the Contract Manager along with other team members with daily departmental responsibilities as well as related strategic initiatives within the organization. It is specifically responsible for understanding and performing core functions within the contracts department including bid preparation and review, understanding individual contract requirements, ensuring construction schedule adherence, and assisting company operations with contract implementation. This position applies standard data analysis methods to verify and validate contract optimization and identify performance improvement opportunities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) In conjunction with Contract Manager, analyzes and reviews project bids and contract documents to ensure maximum profitability.
- 2) Interprets contract content. Possesses the ability to read and understand the requirements and specifications and has thorough knowledge of unit-based pricing structures and the application of contract units.
- 3) Obtains and organizes appropriate data by building spreadsheets and other reports as requested for bid submissions and business analysis.
- 4) Works with other departments to create and update bidding tools as well as train managers to utilize them.
- 5) Assists with fulfilling internal and external audit compliance requests.
- 6) Assists other department members in reviewing and evaluating RFP/RFQs, then works with Division Managers to prepare proposals as requested by potential clients.
- 7) Reviews and collects contract documentation and information from customers and third parties.
- 8) Analyzes contracts for accuracy against material quotes, pricing, and sales and/or purchase orders.
- 9) Collects and conducts analysis of spend and other utilization data to identify expense reduction and operational improvement opportunities.
- 10) Monitors project documents to ensure schedule adherence and performance expectations to ensure compliance with budget expectations. Reports findings to the Contracts Manager.
- 11) Understands and interprets financial analysis such as contract cost impact statements and pricing comparisons.
- 12) Advises and assists Managers, Supervisors and Foreman with construction schedules, contract issues and contract specification questions.
- 13) Drives and facilitates work flow and cooperation among numerous departments in accordance with defined processes and against deadlines.
- 14) Assists the Contract Manager and others with the preparation of written client communications.
- 15) Assists other Contract department personnel as needed.
- 16) Other duties, special projects and tasks as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Training, and/or Experience

A minimum of 4 years utility contract management or project management experience required, preferably in Telecommunications. Bachelor's degree in business discipline or construction management is preferred.

Language Skills

Ability to read, understand and interpret complex sentence composition in English (for example - contract language, instructions, correspondence, and memos) as well as the ability to write such business correspondence. Ability to read,

understand and interpret telecommunication construction sheets, maps and plant records. Ability to read and comprehend instructions, business documents, correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and employees at all levels of the organization.

Mathematical Skills

Ability to compute rate, ratio, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.

Reasoning Ability

Ability to understand utility construction concepts as it relates to telecommunications design criteria, contract requirements and engineering specifications. Ability to understand RUS OSP construction standards and unit definitions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, verbal, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have working experience with the internet, project management software, Adobe Acrobat, Cloud-based applications/databases and Microsoft Office Suite. Experience with Smartsheet and Google Applications is strongly preferred.

Certificates, Licenses, Registrations

None required

Other Skills and Abilities

Ability to manage highly confidential information and represent the company and its interests positively and professionally. Strong organizational skills. Ability to meet both internal and external deadlines, committing to long hours as necessary. Travel may also be required.

Competencies: To perform this position successfully, an individual should demonstrate the following:

1. Optimizes Work Processes – Actively seeks to develop and adoption the most effective and efficient processes, focusing on continuous process improvement.
2. Communicates Effectively – Able to derive and present multi-mode communications that appropriately appeal to a variety of audiences at all levels within and outside of the organization.
3. Collaborates – Focuses on building partnerships and working collaboratively with others.
4. Drives Engagement – Creates a working environment where employees feel committed to doing their best work, with focus on maintaining congruency with organizational goals and objectives.
5. Business Insight – Possesses and actively maintains business and market knowledge, applying it to advance business goals.
6. Nimble Learning – Actively seeks out and learns ways to solve problems through flexible thought and open mindedness, relying on prior successes and failures as well as those of others.
7. Cultivates Innovation – Creates and encourages others to create and discover new and better ways to promote overall business success.
8. Tech savvy – Anticipates and adopts innovative business-applicable technologies in anticipation and response to existing and changing business needs.

Benefits of Joining our Team

- Comprehensive benefits including medical, dental, vision, life, short and long Term Disability
- Competitive compensation
- 401K retirement plan with company match
- Tuition reimbursement
- Paid Time Off
- Up to 7 Paid holidays

*All candidates are subject to pre-employment background and drug screenings
TelCom is proud to be an EEO/AA and Veteran-Friendly employer!*

To apply for this opportunity, please visit our career page at www.telcomconstruction.com/careers.