



Contract Administrator Assistant

Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

Position Summary:

As an assistant to the Contracts Administrator you will provide support to the contracts, bidding and operations teams.

Responsibilities:

- Requests, prepare and/or maintain complex documents such as contracts, subcontracts, service agreements, insurance, bonds and purchase orders; bidding documents, prequalification packages.
- Receive and/or prepares, and maintains company correspondence; copies data, and complies records and reports; scan files and extract portions as required to formulate bid packages and distribute.
- Enter contract, subcontract, commitment, change orders, budgets, budget adjustments and forecast information into accounting and project management systems.
- Update hard copy and/or digital file, as needed.
- Update various logs/lists.

- Communicate with all levels within company, owner agencies and vendors.
- Records customers payments using Sage 300
- Posts cash receipts on a need to basis by customer; and obtains and mails invoice copies to customers, as requested.
- Processes daily credit card deposits, customer checks, and files copies of invoice and bank receipts: and posts pertinent information to journals.
- Responds as necessary to phone inquiries, customer claims of invoice payment and lien waivers, charge backs, returns, and bad checks.
- Calls and/or mails correspondence to customers to facilitate collection of past due accounts and updates account information.
- Prepare cash projection worksheet.
- Receptionist relief as needed and during breaks/lunches.
- Performs other duties as assigned.

Qualifications:

- Handle projects that may be confidential and require Non-disclosure Agreement
- Knowledge and organization of complex clerical work.
- Must be able to multi-task, be detail oriented and work well with deadlines. Bids, prequals, proposals, contract and other document submittal are time sensitive with continuous changes to schedule.
- Ability to operate standard office equipment including various computer applications. (Microsoft Office, Word, Excel, PDF applications).
- Ability to communicate effectively in oral and written form.
- Ability to work independently to carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships among company personnel, clients, subcontractors, and other business associates.

Physical Requirements:

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 50 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We do not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.