

**JOB TITLE:** Contract Administrator

For nearly 50 years, Aqua-Aerobic Systems has provided thousands of customers with adaptive treatment solutions in biological processes and filtration for both water and wastewater applications. Our knowledge and expertise in applied engineering and manufacturing allows us to provide highly efficient and cost effective technologies that require less energy, less maintenance and provide a low cost of ownership over the life of the plant.

As a leader in the water and wastewater treatment industry, we are growing and have a number of exciting positions available right now, including a **Contract Administrator**, located in Loves Park, IL.

**JOB SUMMARY**

Reporting to the VP/GM Services, the Contract Administrator will be responsible for preparing bids as well as entering orders for the aeration and mixing product line, including the coordination of all technical submittals, production, delivery and services. The Contract Administrator will also negotiate and acknowledge contract orders, terms and conditions including dates, warranties, guarantees, insurance, and bonds.

Aqua is seeking dedicated, hardworking individuals who assume full ownership of their tasks and deliverables. Our organization values commitment to excellence, customer service, strong work ethic, and willingness to support team members as required for the overall success of the business.

**JOB RESPONSIBILITIES**

1. Review plans and specifications; identify and notate all deviations and scope of supply issues; meet with appropriate AASI to define/ refine scope of supply and compliance / non-compliance, and resolve and document outstanding issues and directions. Codument all exceptions, clarifications and changes in appropriate databases / electronic project files. Prepare submittal packages including conformance documents and any special project-specified documentation.
2. Prepare O&M manuals and update standard manual templates to reflect Engineering changes, new precautions / notes / warning, and any additional or revised installation or assembly instructions.
3. Develop custom and standardized documentation to fulfill requirements of specifications and contracts. Also prepare modifications for altering existing documentation as needed. Transmit documents to appropriate personnel for review and approval and finalize docueents. Assign document number to all new documents upload into Adept system.
4. Prepare / update standardized RP O&M manual masters and transmit to AASI's Copy Center for use in producing manuals.
5. Review and update order entries.
6. Communicate with various AASI departments and customer to determine contract compliance needs and any special project requirements.
7. Negotiate and acknowledge contract orders and prepare warranty amendment letters.
8. Enter all new exceptions / clarifications into master Exception / Clarification library.
9. Maintain Engineer-specific submittal, O&M, and forms library.
10. Backup to other Contract Administrators.

11. Prepare and transmit representative Equipment Inspection and Start-up packages, prepare documentation / certifications required after execution, transmit to appropriate personnel, and update O&M manuals and electronic files.
12. Other duties as assigned.

**MINIMUM REQUIREMENTS**

1. Associates Degree plus a minimum of 5 years of related training and experience; or any equivalent combination of training and experience.
2. Must be computer literate and have a strong skill set with MS Office and Adobe Acrobat software. Proficient typing skills and ability to operate a calculator, a copy/fax/scanner machine.
3. Contract knowledge preferred.
4. Project management experience preferred
5. Knowledge of water industry preferred

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements and expectations that may be performed in the job.

EOE/Minorities/Females/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.