

Job Responsibilities:

The Contract Administrator is responsible for aiding in new business opportunities for the shipyard. All Bid packages will include a complete and detailed analysis of all costs and time estimations for assigned projects. Responsibilities include administering the contracts that have been awarded through the estimating process.

You will be one of the lucky personnel to be a team member that makes up the premier Northeast builder of double-hulled barges, tugboats, ferries, aluminum CTVs and other vessels. Some of the team members have been with us for over 20 years and take pride when our cool vessels launch out into the sea!

This position is located at Quonset Point in North Kingstown, R.I.

Minimum Job Requirements:

- 6 Years of experience in Contract, Subcontracts or Business Management.
- Proficient in Microsoft applications, including Project, Word, Excel, and Outlook.
- Understanding of marine classification society rules, USCG and regulatory requirements.
- Strong written and verbal communication skills.

Preferred, but not required:

- Associates Degree in related Field

Working Conditions & Physical Demands:

- Work is performed in an office, shipyard, vessels, and offsite facilities.
- Must be able to climb ladders and enter confined spaces that are safe for entry.
- Use of safety equipment, such as hard hat and safety glasses and steel toed shoes is required

Compensation:

- Starting Pay is 80k -120k based on experience.
- Reimbursement programs that put your health and wellbeing first!
- Spectacular 401k plan where you earn without even contributing.
- Paid vacation, sick time, and holidays.
- Overtime opportunity based on needs.

Title: Contract Administrator

Culture:

Senesco Marine, LLC has been providing some of the world's finest vessels since 1999. Feel free to check out some of our cool projects on Instagram or Facebook @senescomarine. We are Senesco, a team of bright and brilliant workers (some with us for over 20 years) who produce cool results while having fun.