

## **Job Description**

**Position:** Contract Administrator/ Estimator

**Location:** Rhode Island, USA

### **Position Description:**

The Contract Administrator/ Estimator 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 completing the estimates and administering the contracts that have been awarded through the estimating process.

### **Required Qualifications:**

- Bachelor's or Associate degree is preferable in a suitable field and a minimum of six (6) years' experience in Estimating, Contracts, Subcontracts, or other Business management related positions.
- Analyze potential business risk and proposal strategies, including compliance with requirements and pricing approach, and review and negotiate terms and conditions of non-disclosure agreements, teaming agreements, contracts, and subcontracts.
- Digest Bid Package, Specifications and present contract requirements and instructions to management to determine if bid opportunity should proceed.
- Ability to identify potential adverse compliance issues and work through resolution.
- Attentive to detail and able to handle multiple contracts with minimal supervision.
- Strong written and verbal communication skills.
- Must be a highly organized person who can work autonomously and in a team atmosphere.
- Proficient in Microsoft applications, including Project, Word, Excel, and Outlook.
- General knowledge of a wide range of commercial marine vessels.
- Understanding of marine classification society rules, USCG and regulatory requirements

### **Duties and Responsibilities include but not limited to the following. Other duties as assigned.**

- Seeks new job opportunities for the shipyard to bid on. This will include travel to customer facilities and vessels.
- Thoroughly reviews all customer Contract submitted specifications, technical data, and drawings and report to management the findings to determine if bid opportunity should proceed.
- Highlights and communicates all special requirements on estimates to the Management Team.
- Identifies and communicates all financial/bonding/security requirements to the Management Team
- Completes proposals, submittals, estimates and bid summary sheets.
- Develops detailed itemized listing of required work tasks based on review of bid request.
- Creates all material, labor and subcontractor price estimates for all required work.
- Analyzes subcontractor quotes to determine best options for each specific project

- Compares subcontractor to in-house costs in order to make outsourcing decisions.
- Produces time estimates for all labor and subcontractor required work.
- Develops vendor evaluation and selection criteria
- Develops long lead and critical material lists as needed.
- Prepares estimates for all Change Orders on new and existing projects.
- Works closely with Management to develop production plan.
- Conducts meeting for transfer of bid package to Foremen and Production Managers.
- Utilizes historical cost data in order to develop accurate bid standards.

### **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.

Salary commensurate with experience