

# Dawson

## CONTRACT ADMINISTRATION & COMPLIANCE MANAGER

### **POSITION SUMMARY**

The Contract Administration & Compliance Manager is an advanced professional-level, individual contributor position responsible for the management of various contract administration and compliance programs. Works independently, with minimal supervision. The Contract Administration & Compliance Manager works alongside the operations teams, project administration team, and finance & accounting; and serves as the subject matter expert for the contract's submission and compliance processes within Dawson.

### **Essential Functions**

#### **Contracts & Agreements for Owners and Subcontractor escalations:**

- Enable the Business, Owners, and Subcontractors to accelerate execution of projects by reducing the burden of navigating through the contracts process while ensuring all contracts are compliant.
- Assists with reviewing and implementing owner and subcontractor contracts. Review and recommend changes to technical specifications to ensure compliance with federal, state laws, rules, regulations and internal policies and procedures. Coordinates contract with internal stakeholders (EM, Divisional VP, Risk Controller, CFO) and external stakeholders (owners, subcontractor, etc.).
- Analyze contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, and policies and procedures.
- Lead or assist with the creation or revision of contract documents, forms, processes, and procedures. Drafts initial owner and subcontractor contracts consistent with Dawson's standard contract templates and addendums. Perform contract close-outs respond to contract audit requests. Coordinates review on non-standard contracts (owner, subcontractor, purchase and service agreements, equipment rental contracts) or with Dawson's contract attorney as needed.

**Insurance & Bonding:** Leads the insurance & bonding programs for Dawson to ensure owner and subcontractor contract compliance with bonds, builder's risk and insurance certificates and any other contractual requirements. Partners with the Yard Logistics Manager & Equipment Manager to provide proper insurance coverage, contracts, and mitigates risk.

- Develops and maintains best practices, processes, and systems.
- Proactively audits, identifies, and communicates areas of risk; and develops and presents respective solutions to mitigate risk.
- Is the legal expert on insurance & bonding; conferring with outside counsel when needed.

**Administrative tasks** include but are not limited to business licensing, partnering with external legal counsel (as necessary) on various contract related matters, ensuring corporate compliance, and RFP and Bid Support. Specifically:

- Streamline a compliant and efficient end-to-end contracting process. Maintains and trains all best practices, processes, and systems on compliance and contract administration.
- Identify improvement opportunities and share best practices within and across teams; proactively identify and remove barriers, realize efficiencies, and address evolving needs of the business. Provide guidance and support while mitigating legal risk.

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- Sets-up projects and subcontracts in the payment system. Processes and files all company intents & affidavits. Generates and tracks pre-lien notifications. Documents, communicates, and ensures labor requirement compliance.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **Education & Work Experience Required:**

- Paralegal or corporate legal experience
- Five (5) years' prior Contract Administration experience in the construction or related industries (manufacturing, logistics, seafood, native Alaska corporation) . An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

#### **Preferred:**

- BA or BS; J.D. preferred.
- Professional work experience with a \$100M+ company.
- Experience with M&A activities.
- Works collaboratively in a team environment.
- Demonstrated ability to develop and maintain collaborative working relationships.

### **COMPENSATION & BENEFITS**

- Compensation - \$80,000 - \$90,000 annually
- Annual Bonus; depends upon individual and company performance.
- Comprehensive benefits including Medical, Dental, Vision, PTO ,401k plan, Paid Holidays, and additional voluntary benefits.

***We offer competitive pay, excellent benefits, a culture of continuous improvement and opportunity for career advancement through continued company growth.***

Apply at [www.dawson.com/careers](http://www.dawson.com/careers) or Contact [careers@dawson.com](mailto:careers@dawson.com) if you have questions.

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