DUTIES & RESPONSIBILITIES:

- Participate in the procurement process for construction contractors and professional services consultants.
- Attend bid openings and electronically document bid results.
- Prepare and process project and contract-related documentation such as front ends, project data summary, advertisements, contracts, BOT items, contract amendments, etc.
- Conduct review and quality control of documents such as contracts, insurance certificates, bonds, etc. to ensure adequacy, accuracy, and acceptability of information provided.
- Review and process certification and statutory requirements forms, financial disclosure and conflict of interest forms and executed sub-contracts for contractors, sub-contractors, professional service.
- Conduct vetting of potential conflicts of interest via the appropriate university channels for contractors, sub-contractors, professional service consultants and sub-consultants.
- Record project data and maintain accurate records of contract and project information in unit databases.
- Prequalify vendors to perform construction on Capital projects. Conduct higher-level review of contractor applications for final approval.
- Respond to audits, Labor investigations, and FOIA requests related to capital and non-capital construction projects.
- Assist the Assistant Director of Contracts Administration as required.

KNOWLEDGE REQUIRED:

- Strong attention to details and ability to maintain accuracy in a high-volume, fast-paced environment is critical to the position.
- Ability to exercise independent judgment and make good decisions.
- Ability to effectively multi-task and handle numerous tasks and issues simultaneously while meeting strict deadlines.
- A thorough knowledge of computer applications and programs, including Microsoft Office Suite, particularly Word, Excel and Access.
- Strong written and verbal communication skills.