

Contract Specialist for Developer & General Contractor

Location: Fort Lauderdale, FL

Job Title: Contracts Manager, Construction

Salary commensurate with experience

Required Experience:

The Perfect Candidate will have **three (3+)** years of experience in construction contract administration, negotiation, and interpretation, including Master Subcontractor Agreements-related activities. Be proficient in conveying contract communications with internal and external teams. Be able to balance multitasking support in a professional manner with little supervision.

- A Bachelor's Degree is required.
- Proficient in all other Microsoft Office products.
- Strong business acumen with the knowledge of how to structure and close a business deal.
- Knowledge of office equipment, procedures, electronic document controls, and protocols is required.
- Strong written and verbal communication skills.

Responsibilities include but are not limited to:

Real Estate Development Department:

- Craft, evaluate, assist with negotiations when needed, and have the company execute a variety of contracts, including: PSA (Purchase Sale Agreement), Partnership Documents, GP/LP Agreements.

General Contractor Department:

- Craft, evaluate, assist with negotiations when needed, and have the company execute a variety of contracts with clients, subcontractors after approval by the company management.

- Administer, manage, and continually improve the entire contract process including master subcontractor agreements, tracking the status of contract requests, preparing contract checklists to secure authorized signatures for contract execution.
- Execute contract review process.
- Determine and develop a suitable risk profile for construction and real estate development-related business opportunities, draft and negotiate acceptable contract terms.
- Review contracts and advise company executives on risk analysis.
- Provides Support to pre-construction for bids, pre-bid review of contracts, and contract negotiations.
- Develop and maintain detailed contract management processes.
- Establish and maintain a computer database for the company's contract management system.
- Maintain records for correspondence and documentation in relation to established contracts and those in progress.
- Ensure that contracts are executed in accordance with corporate guidelines.
- Ensure that project lien requirements are met for projects throughout the United States
- Audit existing contracts and oversee contract modifications.
- Mitigate common contract management risks, such as financial, legal, and security risks.
- Respond to requests from internal departments and make sure all contracts are drafted and executed promptly and correctly.
- Communicate and present information to all stakeholders (estimators, project managers, Vice President of Operations, Vice president of Pre-Construction, quality Control and Commissioning, Scheduling, etc.) involved, providing a baseline for accountability.
- Monitor contracts with the approval of the Vice President of Preconstruction, and move forward with close-out, extension, or renewal according to what's best for the company.
- Solve any contract-related problems that may arise with other parties and internally with the company itself.
- Issue contract notices and responses.
- Obtain backup documentation and information.
- For each project, create and maintain a Notice Log (list and summary of all communications to our subs, contractors, etc.)
- Establish review spreadsheet for all contracts.
- Develop distributive contract summaries.

Skills and Abilities:

- Time management.
- Adapting to new and changing requirements, environments and or information.
- Good reading comprehension of legislative language.
- Ability to research and obtain county legal records.

- Ability to research lien rights.
- Effective business writing and oral communication.
- Problem solving.
- Organizing work to accomplish tasks.
- Establishing and maintaining effective working relationships with vendors, contractors, supervisors and employees.

Compensation & Benefits:

- Compensation package will be commensurate with market and individual's experience including salary and bonus potential.
- High potential for upward mobility in a rapidly growing company.
- 401K plan with Employer match.
- Generous health, dental, vision care insurance package.
- Paid sick, holiday and vacation time.

Other Details:

- Aiming to fill role immediately
- Ability to travel will be expected up to 40%
- Willingness to work >40-hour work week depending on deal volume and transaction stage
- Upbeat and collaborative company culture
- Hernandez Construction LLC is an equal opportunity and affirmative action employer that consciously builds inclusive teams and is proud to support a diverse environment that considers all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.