

Job Title: Contracts Administrator

Location: Boise (Not Remote)

Job Type: Regular, Full Time

FLSA: Exempt

About Guerdon LLC:

Guerdon LLC is the leading manufacturer of large-scale construction projects in wood-framed, multi-family, industrial workforce housing, and light commercial modular construction industry throughout the Western US and Canada. Guerdon's strength lies in multi-family / multi-story apartments and hotels built to current codes and architectural design requirements for the specific area while exceeding client expectations.

Our factory and corporate office located in Boise, Idaho serves 10 western states including California, Colorado, Idaho, Montana, Nevada, North Dakota, Oregon, Utah, Washington and Wyoming as well as Canada.

Position Summary:

Guerdon LLC is seeking a talented Contracts Administrator. This position will be the owner of all sales and supply contracts. You will also be responsible for the following:

Responsibilities/Learned skills will include:

- Set up Escrow company, negotiate and resolve all escrow agent/agreement details
- Assist with the contracting and document control process
- Generate an explicit schedule for payments and deposits
- Create and use a template to show Cash Flow for the entire project based on the Milestone Schedule by week. Often required by clients and banks and very useful for making it clear
- Provide Invoices and wiring instructions for Deposits and payments per contract
- Establish accounting logs showing the schedule of deposit dates and invoice and payment status. Maintain as an active file for the duration of the project.
- Get payment certifiers approved and signed forms from the same
- Obtain quotes for project-specific insurance policies
- Place project-specific insurance, bill and collect for premium
- If bonding is required, manage the bonding process.
- Invoice and collect for the bond premiums
- Monitor funding of the Escrow Account
- Interview and negotiate with local title companies to have ready solutions available
- Calculate all the Modular Unit Values for each draw under contract.

- Recheck state and local sales tax rates and exclusions for the specific project location, make sure the Allowance is correct for the jurisdiction
- Collect sales and use taxes and file timely tax withholding reports to the relevant states
- Check to make sure all business licenses are current and up to date as required for Guerdon's scope of work on each project
- Handle all requests for insurance certificates or insurance riders during the contracting period
- Set up and manage conditional and unconditional lien releases if required by the terms of the contracts
- Continuously improvement of Contract Templates
 - Review of the current templates, with comments and/or redlines for team consideration.
 - Review all the Exhibit Templates for the same
 - Streamline the contractual exhibits to improve the package
 - Overhaul the QA&E Exhibit

Minimum Requirements:

- Bachelor's degree
- 5+ years' experience in contracts administration
- Construction contract administration experience highly preferred
- NetSuite ERP system experience a plus
- Work in Boise Idaho office, this is NOT a remote job

Benefits:

- Full-time
- No Travel Required
- Paid Vacation and Holidays
- Medical, Dental and Vision Benefits
- Life Insurance
- Long-Term and Short-Term Disability
- 401(k) plan
- Supplemental Accident Insurance

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, see, reach, stoop, and kneel.

- Performing physical activities that require considerable use of your arms and legs and your whole body, such as climbing, lifting, balancing, walking, and handling materials.
- Must be able to lift and carry up to 50lbs.

Other:

Applicants must be currently authorized to work in the United States on a full-time basis and must be able to pass a pre-employment drug screen and background check.

Please submit your Resume to careers@guerdon.com.

They may also be mailed or hand-delivered to:

**Careers c/o
Guerdon, LLC
5556 Federal Way
Boise, ID 83716**

EEO Statement:

Guerdon LLC takes pride in recruiting, hiring, employing, training, promoting, and compensating individuals based on job-related qualifications and abilities. Guerdon LLC also has a longstanding policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

Guerdon LLC also provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about an accommodation, or need assistance with completing the application process, please email hr@guerdon.com

Guerdon LLC participates in the E-Verify program. For more information click on the following link <https://www.e-verify.gov/employees>