



## Contract Administrator - Manchester, CT

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### WHY JOIN IMCORP

IMCORP is an award-winning, multi-faceted company offering excellent career opportunities in a dynamic and fast-paced work environment. Our leading-edge cable diagnostic technology delivers precise and cost-effective solutions that maximize our customers' success. We seek talented and dedicated people who want to join an exciting, high-growth company with a strong financial foundation. If your ideal is to work at a place where people listen to your ideas, respond quickly and work together to achieve the highest standards, IMCORP is for you. Join us and be part of a creative team that is revolutionizing the energy industry. Your work will build a robust future for our customers, environment and communities.

#### Awards:

Top 34 Fastest-Growing U.S. Engineering Firms 7 years in a row – Inc. Magazine

Top UCONN Start-Up Company

Best Places to Work– 2014, 2015, 2016, 2017 & 2018

#### Benefits:

Competitive pay

Top-notch benefits, including medical/dental/vision/disability insurance, paid time off/holidays, retirement plan, Flex Place program, tuition reimbursement and more

### POSITION OVERVIEW

Bring your passion for client service excellence, accuracy and attention to detail to our Contracts and Sales Administration team, processing a variety of contracts and order documentation, in a rewarding, challenging and fast paced environment. This is an ideal role for you to bring your organizational skills and analytical ability to contribute to our risk management and compliance functions, while working closely with the Sales, Operations and Accounting teams.

### REQUIREMENTS

- Associate's degree or equivalent experience in a related field
- Bachelor's degree in a related field preferred
- Minimum one year experience in contracting or procurement functions reviewing, preparing, or processing, order documents, Request for Quotes, Non-Disclosure Agreements, Professional Services or Construction Agreements, Subcontracts and/or Purchase Orders, or other order or agreement related administrative functions,
- Ability to understand order/contract documents and extract pertinent information for entry into appropriate systems
- Ability to maintain contract files, or other company documents, both hard copy and electronic, in an organized and consistent manner
- Ability to work with multiple functional groups to gather and provide necessary information
- Ability to work with CRM/ERP or other business systems preferred, particularly in a contract database, order processing, sales administration or purchasing environment
- Familiarity with contract insurance requirements and certificates of insurance
- Organizational, prioritization and time management skills to meet deadlines for multiple projects
- Problem-solving skills
- Analytical abilities
- Demonstrated accuracy and detail orientation
- Positive, friendly, helpful attitude

- Professional verbal and written communication skills
- Experience in a fast-paced engineering, construction, or technical professional services industry, preferred
- Experience with detailed Vendor Qualification packages, both hard copy and automated systems, preferred
- Ability to maintain confidentiality as required
- Demonstrated discipline in adherence to administrative procedures/company policies
- Teamwork, collaboration and interpersonal skills
- Initiative and ability to work independently
- Intermediate skills in Microsoft Word and Excel
- Professional client relationship skills
- Permanent authorization to work in the U.S., without current or future need for sponsorship

## **RESPONSIBILITIES**

- Process vendor qualification requests
- Enter Sales Orders into appropriate CRM/ERP systems
- Support and assist Sales team in use of our CRM/ERP systems
- Support IMCORP responses to requests for proposals, as assigned
- Review and negotiate contracts, within designated parameters, in compliance with company procedures and policies
- Manage timely execution of assigned client contracts
- Provide clients with required documentation, such as safety information, certificates of insurance, and any cyclical reporting, in a timely manner
- Communicate contract compliance information as needed to IMCORP associates in Sales, Operations, Executive, Accounting and other company functional groups
- Ensure timely execution of contract change orders and processing into appropriate systems to avoid billing and payment issues
- Maintain contract files in accordance with company policy and procedures
- Provide excellent internal and external client service

## **TO APPLY**

Please send resume to [marcia.guzy@imcorp.com](mailto:marcia.guzy@imcorp.com).

## **ABOUT IMCORP**

IMCORP is the technology leader in underground power cable reliability. Our diagnostic technology locates existing cable system defects and determines future cable reliability. This performance-driven solution provides the most effective and efficient means to determine the reliability of new or aged cable systems. The IMCORP Factory Grade® technology has enabled rapid growth across industries around the world. From single phase 5kV to 500kV, IMCORP is setting the standard in power cable reliability.

IMCORP is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or Vietnam era, or other eligible veteran status, or any other protected factor.

Qualified military veterans welcome.