



## **Title: Contracts Administrator**

### **Reports to: Director of Business Systems and Processes**

#### **Company and Position Description**

Array Technologies, Inc. (Array) has been the world's leading solar tracking company for nearly 30 years. We are experiencing explosive growth built on our best-in-class products and dynamic team. Join the global leader in tracking technology and help us bring clean, reliable, and economic solar power to the world.

#### **Duties and Responsibilities**

- Oversee proposal planning and administration of contracts.
- Negotiate terms and conditions.
- Prepare contract briefs and revisions summarizing contractual requirements and budgets.
- Track authorizations and correspondence.
- Maintain detailed and organized files in Contract Housing System.
- Prepare contract change notices, monitor contractor performance, including the reporting and status of Vendor and owner deliverables.
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
- Teams with individual Business Units for their inputs.
- Prepare and disseminate information to appropriate employees regarding contract status, facilitate vendor meetings.
- Track payments and deadlines.
- Analyze and mitigate risk.
- Provide contract summaries and ensure contract execution in accordance with Array policy.
- Create Purchase Orders in Expense Watch and associated documentation.
- Prepares data for C&P housing system by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the Business Leader for resolution.
- Maintains data entry requirements by following Array Contract Housing system.
- Verifies entered Contract and account data by reviewing, correcting, deleting, or reentering data; purging files to eliminate duplication of data
- Maintains operations by following Array policies and procedures; reporting needed changes.
- Other tasks as assigned

#### **Required Knowledge, Skills, and Abilities**

- Basic knowledge of accounting principles (SAP experience preferred)
- Tech Savvy, comfortable entering and retrieving data on web-portals, etc./quick learner
- Excellent math, organization, and time management skills
- Customer service experience with superior phone skills
- Ability to work in a fast-paced, performance-based environment
- Good written and verbal skills
- Detail oriented
- Computer skills MS Office (Excel) familiar with pivot tables; v-lookups

#### **Education and Experience**

- Proficiency in Microsoft Office