



**Title: Contracts Coordinator**  
**Reports to: Bid Manager**

**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
- Draft and revise contracts as updates become available; maintain version control
- Prepare contract briefs and revisions summarizing contractual requirements and budgets
- Track authorizations and correspondence
- Process contract change notices, monitor contractor performance
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules
- Coordinate with legal, operations, and all relevant teams to ensure contract terms are achievable and in compliance
- Prepare and disseminate information to appropriate employees regarding contract status
- Analyze and mitigate risk
- Provide contract summaries and ensure contract execution in accordance with Array policy
- Collaborate with sales team and internal business partners on contract details
- Present and explain contract conditions and details to colleagues and leadership
- Monitor contract deadlines and conditions to ensure compliance to timelines
- Process customer and account source documents; resolve discrepancies
- Enter and maintain Projects/Sales Orders and Change Orders into the company's Enterprise Resource Planning (ERP) system
- Verify entered Contract and account data by reviewing, correcting, deleting, or reentering data
- Maintain operations by following Array policies and procedures; reporting needed changes
- Identify issues and recommend process improvements
- Other duties as assigned

**Required Knowledge, Skills, and Abilities**

- Basic knowledge of accounting principles
- Enterprise Resource Planning (ERP) system experience (SAP experience preferred)
- Proficient computer skills, Microsoft Office Suite
- Excellent analytical and time-management skills
- Strict adherence to company guidelines, compliance laws, and legal requirements
- Good interpersonal skills and communication with all levels of management
- Solid verbal and written communication skills
- Able to multitask, prioritize, and manage time efficiently
- Customer service experience with superior phone skills
- Ability to work in a fast-paced, performance-based environment

**Education and Experience**

- Bachelor's degree (BA or BS) in business administration, law, or related field required; master's degree in business, law, or related field preferred
- Two years previous experience as a contract administrator, HR representative, business administrative, contract manager, or related field