



151 Octane Lane
Port Angeles, WA 98362

Contract Administrator Job Description

Armstrong Marine USA designs and builds welded aluminum boats and barges. High performance designs and quality workmanship define the Armstrong brand that was developed in the Pacific Northwest of the United States more than two decades ago. Armstrong vessels can now be found in service around the world, meeting the demands of the commercial marine industry and private clients.

We recently joined the Renaissance Marine Group family of brands, which includes Duckworth, Weldcraft, Northwest Boats, and KingFisher Boats. As a result, we are growing in the manufacturing industry, and are looking to add to our team of talented employees.

The Contract Administrator is responsible for on-going customer service and contract performance obligations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Serve as the primary point of contact for clients for the duration of their boat build.
- Provide weekly Status Reports to each customer. This includes a written update and progress photos.
- Help schedule and attend customer visits and inspections.
- Help schedule and attend production meetings pertaining to each contract.
- Communicate with third parties such as vendors and regulatory entities (e.g. US Coast Guard).
- Create and manage Change Orders for customer and company review.
- Draft bills of sale, certificates of origin, and other pertinent contract documents as needed.
- Analyze projects to foresee and address potential problems before they cause delays/expense.
- Collaborate with Production, Engineering, Sales and Accounting.
- Report directly to Plant Manager, Engineering Manager and Managing Director.

Essential Job Skills

- Must be proficient in the MS Office Suite, including Excel. Experience with Microsoft Project a plus
- Clear, timely communication is vital to success in this position
- Customer service and sales experience a plus
- Experience in manufacturing and/or marine industries a plus

Competencies

- Organization
- Communication
- Attention to detail

Offer Details

- Full-time salaried position; compensation DOE.
- Full benefits package offered, including but not limited to: medical and life insurance, dental insurance, vision insurance, 401(k) retirement plan with matching employer contributions, paid time off, and paid holidays.