**Contracts Manager  
Location: Santa Clara, CA  
Salary Range: $112-169k + ESOP & Bonus Opportunities  
Full-Time, Onsite  
Direct Hire**  
We are seeking a skilled Contract Administrator to join a stable and growing construction company where your expertise will help keep operations running smoothly, projects on track, and partnerships strong.   In this role, you’ll bring a blend of construction contract knowledge with people savvy – confidently negotiating agreements, translating legalese for all stakeholders, and managing the behind-the-scenes details that make everything run efficiently.

As a Contract Administrator, you’ll juggle both big-picture negotiations and hands-on administrative tasks, supporting operations and building strong relationships along the way. You’ll work directly with subcontractors, vendors, and clients, while collaborating closely with internal teams.

If you understand the ins and outs of construction contracts and regulations, have strong technical savvy, and aren’t afraid to roll up your sleeves, this could be the role for you!  Apply now and call Aileen at 888-303-5627 to discuss this opportunity.

**Key Responsibilities**

* Manage the entire contract lifecycle, from drafting and reviewing to negotiating and executing agreements that align with operational goals and regulatory standards.
* Collaborate with cross-functional teams to ensure contract terms reflect project needs while maintaining compliance with environmental, labor, union, and insurance standards.
* Establish and manage a streamlined system for storing and retrieving both physical and digital contract records.
* Guide internal teams through interpreting contract terms, legal obligations/concerns, and updates in a way that’s accessible and actionable.
* Oversee the development and execution of contracts, change orders, and modifications, ensuring accuracy and risk mitigation throughout.
* Assist in conducting scheduled audits and contract reviews, identifying discrepancies, and producing reports to monitor compliance and flag potential risk areas.
* Serve as a key liaison between the company and subcontractors/vendors, helping to maintain strong working relationships through clear communication and timely issue resolution.
* Proactively assess contract language to flag risks and support solutions that protect both project timelines and partnerships.
* Maintain centralized contract documentation and databases to promote accessibility and transparency across the organization.

**Key Qualifications**

* 5+ years of experience in construction contract administration
* Solid understanding of contract law, negotiation best practices, and construction industry regulations
* Familiarity with organizations and agencies such as AIA, AGC, ConsensusDocs, DIR, CSLB, and the Secretary of State
* Tech-savvy, skilled in MS Office Suite and contract management software (Experience with Plum Sale and/or ReTool a plus)
* Strong interpersonal abilities, with a knack for building trust with team members, vendors, and clients.
* Exceptional communication skills, capable of simplifying complex legal language for broader audiences.
* Detail-oriented with exceptional time management and task coordination skills. Able to juggle competing priorities and deadlines.

**Benefits & Perks**

* **Comprehensive Benefits**: Enjoy a competitive benefits package, including Medical/Dental/Vision, paid holidays, vacation, and sick leave, along with several bonus opportunities.
* **Employee Ownership:**As part of the Employee Stock Ownership Plan (ESOP), you’ll have a direct stake in the company’s success and growth.
* **Professional Development:**Your growth will be invested in with ongoing training and mentorship opportunities.

*Dynamic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*