

# REGAL SERVICE COMPANY

A CONFLUENCE CORPORATION SUBSIDIARY

## **Job Summary:**

We are seeking a **Contracts Administrator** to assist with Federal Contracts for our Mobile, Alabama operations. This position will provide general administrative support to the Director of Government Programs & Business Development. Duties include but not limited to: preparation, review, and administration of contractual proposals relating to ship repair projects; assists in negotiating specifications for materials, equipment, manpower, and/or other services related to the project. This position will also assist to secure all necessary approvals and ensures that company policies & procedures are followed.

## **Qualifications**

- Minimum High School Diploma or equivalent
- Three (3) years' experience in contract administration to include: proposal preparation and review.
- Five (5) years' experience performing in an administrative support role managing multiple projects with strict deadlines – **OR**
- Three (3) years' experience performing in an executive assistant role managing multiple projects with short deadlines in an ever-changing high stress environment.
- Intermediate proficiency in MS Office (Excel, Word, Project, Access) and Adobe

## **Desired Qualifications:**

- Eight (8) years' experience in Federal Government contract administration and management
- Advanced proficiency in MS Office (Excel, Word, Project, Access) and Adobe

## **Other Qualifications:**

- Good time management skills
- Detail-oriented and professional
- Strong communication & customer service skills
- Flexible and adaptable in various situations and when interacting with many different personalities
- Ability to organize and prioritize tasks including delegation of tasks when appropriate.
- Ability to think outside-the-box, and use creativity for assigned research projects

*This description is not designed to list all activities, duties or responsibilities which may be required for this job. For a complete job description, please contact*

*[hr@regalservicecompany.com](mailto:hr@regalservicecompany.com).*

Open Date: May 3, 2021

Closing Date/Time: **Open till filled**

*Regal Service Company is an Equal Opportunity Employer committed to fostering a diverse, equitable environment in which staff can excel irrespective of ethnicity, gender, faith, age, color, disability or genetic information. Regal Service Company encourages applications from veterans and individuals with disabilities. A post-job-offer, pre-employment background investigation is performed on candidates selected for employment.*