



Lee Fence and Outdoor, LLC is your premier choice for custom fencing solutions. As part of a fourth generation family-owned business, Lee Fence and Outdoor offers custom solutions for residential and commercial fencing, decking and railing while serving customers in Pennsylvania and Maryland. We are currently seeking a Contract Administrator to join our growing team.

The Contract Administrator is responsible for providing administrative support to project managers and estimators and maintaining neat, orderly, and complete documents and project files.

Job duties include, but are not limited to:

- Prepare, verify, and submit contracts, subcontracts and all associated paperwork
- Issue subcontract agreements, including addendums and change orders, and check completed documents for completeness and compliance
- Receive and investigate invitations to bid from various sources, update bidding schedule, and obtain bid results
- Assist in obtaining and preparing plans and drawings for review by the project manager or estimator
- Prepare bid proposal packages for submission and create job files and folders for jobs awarded
- Enter projects and maintain billing information within an in-house billing system
- Work directly with field operations, project managers, and engineers for projects
- Additional administrative tasks as assigned

Qualified candidates will possess the following education, experience and skills:

- High School Diploma or GED with an Associate's Degree preferred AND at least one year of related experience and/or training OR equivalent combination of education and experience
- Strong computer skills including Microsoft Excel, Word and Outlook

We offer an attractive total compensation package, including excellent health and retirement benefits, paid holidays and vacation.

To learn more about us or apply online, please visit our website at [www.LeeFence.com](http://www.LeeFence.com).

Lee Fence and Outdoor, LLC is An Equal Opportunity Employer