



With over 45 years in business L. S. Lee, Inc. is a fourth generation family owned contractor specializing in highway guardrail installation and maintenance. A majority of our work is in Maryland, but we also operate in Pennsylvania, Delaware, and Washington, DC. 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
- 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.

For more information or to apply online, please visit [www.LSLee.com](http://www.LSLee.com).

L. S. Lee, Inc. is An Equal Opportunity Employer