

offices

davenport
milwaukee
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contract specialist

Our firm is currently seeking a **Contract Specialist** to join our growing team. This role will be responsible for preparing professional service agreements through collaboration with architectural and managerial staff. The Contract Specialist will identify and mitigate risks to maximize opportunities during the proposal and contract negotiation process, from initial project award through project closeout/construction completion.

The ideal candidate will have a strong knowledge of the Architecture/Engineering/Construction (A/E/C) industry, contracts, and professional service agreements. The Contract Specialist will support all of the firm's office locations and remote work status may be considered.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- » Review potential client requests for proposal (RFP) through the lens of contract compliance and potential areas of risk.
- » Generate initial drafts of owner/architect agreements based on project team provided information.
- » Facilitate RFP and/or contract review, when necessary, by insurance advisors and legal counsel.
- » Participate in communications with owner/owner's legal counsel and other stakeholders related to contract finalization and execution.
- » Ensure compliance with all insurance requirements when contracts are executed – e.g. certificates, additional insureds, etc.
- » Schedule and coordinate internal project team meetings to ensure understanding of contract requirements.
- » Preparation and follow through on execution of any contract amendments required throughout the project.
- » Draft and prepare final consultant agreements and work with architectural and consultant team on execution.
- » Ensure all consultants are compliant with contract terms, including insurance certificates and other contractual requirements.
- » Prepare, when applicable, owner/contractor, or owner/construction manager contracts with support of architectural team.
- » Support architectural and construction services team in preparing and/or reviewing change orders and processing applications for payment.
- » Ensure all supporting documents (e.g. lien waivers) are received and filed with every application for payment.
- » Prepare monthly updates based on applications for payment and schedule of values to determine the cost of the work for the project, including detail for consultant disciplines.
- » Work with general contractors and construction managers to collect relevant project cost data on a monthly basis.
- » Work with architectural team on formal closeout documentation – e.g. compliance statements, certificates of substantial completion, etc.

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QUALIFICATIONS

The ideal candidate shall have:

- » A bachelor's degree in relevant discipline (Architecture, Law, Business, etc.).
- » 3-5 years of relevant experience related to reviewing and resolving contracts directly with clients in the A/E/C industry.
- » Strong sense of urgency and self-initiative to meet deadlines.
- » Detail-oriented team player with an ability to contribute to a positive work environment.
- » Ability to work with internal Bray team, clients, consultants, and legal/risk management counsel.
- » Highly proficient in Microsoft Office Suite, with emphasis on Microsoft Word.

Preference will be given to those with prior experience in the A/E/C industry and those with knowledge of the American Institute of Architects (AIA) contract documents and private/public sector contracts.

PROFESSIONAL GROWTH | UNLIMITED OPPORTUNITY

We are a 58-year-old architecture and interior design firm whose success derives from the quality of our design and the loyalty and trust of our growing client base. If you are an organized and self-motivated individual with a desire to grow personally and professionally within a highly collaborative environment, we hope to hear from you. It has been an incredible several years at Bray with steady growth in work, employees, and markets. We have every reason to be excited about the future. Come join us.

CULTURE

We value most our dedicated staff who thrive within a culture of high work ethic, professional growth, commitment to each other and our clients, and supportive and transparent leadership. We have set a high bar of expectation, which is supported with mutual respect, support, and camaraderie.

WE OFFER A COMPETITIVE SALARY + BENEFIT PACKAGE

Please email resume and salary history to Nancy Macek at nmacek@brayarch.com with **CONTRACT SPECIALIST** as the subject line.