



## Contract Administrator

<b>Department:</b> Credit	<b>Reports To:</b> Credit & Contracts Manager
<b>Location:</b> Lakeland	<b>Revised:</b> April 2026

### JOB SUMMARY:

The Contract Administrator supports the Credit & Contracts Manager and plays a key role in the company's credit and collections operations. These functions are critical to our overall success. This position requires direct interaction with customers to gather essential information, as well as close internal collaboration to ensure efficient contract review and processing. The role is integral to maintaining operational efficiency and fostering strong customer relationships while minimizing company liability and exposure.

### ESSENTIAL JOB FUNCTIONS:

#### Sales Contract Management

- Manage the full lifecycle of sales contracts, including review, documentation, tracking, and compliance requirements
- Maintain an organized system to monitor contract status, progress payments, and internal/external compliance
- Perform initial reviews of customer purchase orders, sales contracts, and vendor agreements
- Ensure all contracts comply with company policies and industry standards
- Identify, evaluate, and escalate conflicts in contract language

#### Project Coordination & Administration

- Build and maintain strong relationships with customers and internal stakeholders
- Review progress payment invoices for accuracy prior to submission to customers
- Maintain progress payment schedules, tracking and documentation for all applicable orders
- Prepare and file Notices to Owner in accordance with Florida lien law requirements
- Assist Credit Manager with lien releases and record keeping
- Responsible for project reconciliation and file closeout process

#### Bonding Procurement

- Act as liaison between Barney's Pumps, Inc. and bonding partners
- Manage bond procurement, including coordination, communication, and documentation tracking

#### Additional Duties

- Maintain Certificates of Insurance required by customers and projects
- Maintain customer sales tax certificates, yearend tax exemption mailer, and ERP system updates
- Serve as alternate point of contact for the Credit & Contracts Manager as needed
- Assist in managing inbound calls, route to appropriate staff, and document messages to ensure timely follow-up.
- Provide support to Credit Assistant and Administrative Assistant as needed

### EDUCATION & WORK EXPERIENCE:



## Contract Administrator

- Bachelor's Degree in Business Administration, Paralegal Studies, or a related field preferred
- Minimum of 3-5 years of Paralegal experience in contract administration, preferably within the construction or manufacturing industry
- Notary Public (or ability to obtain certification)
- Previous experience in the following:
  - Florida sales tax regulations
  - Florida lien law, including Notices to Owner, lien releases, Claims of Lien, and Notices of Nonpayment, with the ability to ensure compliance on all applicable projects
  - Commercial insurance knowledge

### SKILLS AND ABILITIES:

- Self-starter with the ability to take initiative and work independently with minimal supervision
- Strong understanding of contract law, commercial terms, and conditions
- Demonstrates a willingness to learn and contribute to BPI's "Better Every Day" culture
- Excellent negotiation, analytical, and problem-solving skills
- Strong communication and interpersonal skills, with the ability to interact professionally with coworkers, all levels of management, and external partners
- Highly organized with strong time management skills and the ability to manage multiple priorities and deadlines
- High attention to detail with a strong emphasis on accuracy in contract and financial documentation
- Ability to effectively multitask, adapt quickly, and maintain productivity in a fast-paced, interruption-driven environment
- Proficiency in Microsoft Office Suite, with advanced skills in Excel and PDF editing tools Ability to handle confidential information with discretion