

Contracts Assistant

The Denver office of The Water Research Foundation has an full-time opening for a **Contracts Assistant**.

Under the general direction of the Contract Manager, the Contracts Assistant performs general administrative support protecting WRF's rights and minimizing risk as it related to research project engagement.

Job Duties

1. Creates amendments based on standardized templates
2. Performs prework for amendment process by researching files to ensure proper sequencing and appropriateness of criteria for amendment type
3. Accurately inputs and updates project deliverables into database (Personify 360)
4. Verifies projects in SharePoint
5. Document standardization
6. File maintenance, organization and centralization
7. Maintains contractual files in hard copy and electronic formats according to established protocols
8. Works with Research Managers and Project Coordinators to execute contract amendments and track deliverables
9. Updates, maintains, and distributes weekly contract and amendment status report
10. Compiles and distributes final contract packages with exhibits according to procedures
11. Demonstrates WRF values within the organization, with subscribers, and with other stakeholders

Requirements

- Intermediate level of proficiency in MS Word, Excel, Outlook, & SharePoint, and general database management
- Close attention to accuracy and detail
- Responsiveness and consistency in follow-through
- Ability to work independently
- Relationship-building skills
- Resourceful
- Analytical problem-solving
- Clear communicator with ability to provide appropriate context to support requests for information
- Experience with Personify 360 AMS would be helpful
- Prefer knowledge of project administration processes and contracting workflows

Education and Training

High school diploma or equivalent. Prefer post-secondary education with focus in paralegal, administrative, business, quality control, or contract compliance areas.

Training to be provided on federal grants and compliance certification.

Work Experience

- *Three to five years* of relevant and progressive work experience in an administrative role that *includes direct experience with contracts, amendments, and project administration*.
- Two years' experience working with confidential matters.

WRF offers a generous benefits package: medical, dental, vision; paid STD and LTD, & 403(b) match. WRF employees enjoy a work/life balance with flexible scheduling options. The work environment is professional, collegial, and informal. We are passionate about our mission to advance the science of water to improve the quality of life.

To apply: Please send résumé and cover letter to jobs@waterrf.org.