

	JOB DESCRIPTION Contract Administrator <i>Updated: June 2023</i>
Employee Owner: Open	Reports direct to: Senior Finance Manager, Tara Rose

Our Company

Idaho Pacific Lumber Co., Inc. (“IdaPac”) is a national supplier to the construction industry with the best possible service and satisfaction at the most competitive prices. Located in Meridian, Idaho, IdaPac is a preferred provider of wood products for high density and single-family tract housing and commercial building projects across the United States since 1979.

As an employee-owned business, IdaPac takes pride in hiring only the most qualified and trustworthy associates to join the team. IdaPac employees share in the financial growth of the company through its Employee Stock Ownership Plan (ESOP).

Job Summary

The Contract Administrator position provides support for the Finance Department in all its legal aspects. The Contract Administrator will review purchase order agreements and write addendums if necessary. The Contract Administrator works closely with IdaPac’s attorneys in gathering and preparing the necessary documents to file mechanic’s liens on construction projects that IdaPac supplies. The Contractor Administrator also directly reports to and assists the Senior Finance Manager with matters concerning credit management, coordination of legal affairs, management of Texas lien notices, or as otherwise directed to fulfil the Finance Department’s strategic objectives.

Responsibilities & Typical Duties

- Review and prep all current customer purchase orders & Addendums;
- Send new customer purchase orders to IdaPac counsel for review (if necessary);
- Help in negotiating terms and conditions of customer purchase orders when there is push back or questions from customers and/or sales team;
- Manage IdaPac’s Texas lien notice system;
- Review/prepare customer joint check agreements;
- Prepare all offsite, panelizing and direct pay agreements;
- Approve additional ship to address in system- tied to offsite agreements;
- Manage all legal documentation updates;
- Track all liens/litigations;
- Monitor lien/bond claim deadline report;
- Maintain and update legal contact list;
- Monitor lien laws and updates in our system; and
- Backup in researching new customers and new jobs.

Performance Metrics

- Responsiveness to preparing purchase orders, addendums and customer joint check agreements. (2 business days);
- Quick turnaround (less than 1 business day) in creating offsite, panelizing and direct pay agreements;
- Ensure accurate information to protect lien rights, which aids in faster collection time; and
- Overall management of legal matters.

Requirements

- Confidentiality;
- Integrity: Maintain highest level of ethical standards;
- Positive attitude, service approach and friendliness are most important;
- Continuous Learner – Motivated and interested in always learning more;
- Interpersonal skills: Ability to build and grow relationships with stakeholders. Maintain composure and tact during intense situations;
- Communication Skills: Communicates in an open, straight forward, honest and respectful style;
- Written Communication: Timely, clear, and concise communications on potential issues;
- Problem Solving: Ability to identify and resolve variety of issues and questions that arise;
- Multi-Task: Ability to perform multiple activities and roles within the company; and
- Disseminate Information: Encourage and continually demonstrate the timely distribution of information across IdaPac's departments.

Experience and Education:

- Prefer minimum 1 year of legal experience
- Minimum 1 year of reviewing contracts
- Knowledge of the operation of legal, real estate, and/or tax documents.

Expectations and Benefits

- Standard 40 hours per week in office 8 AM – 5 PM M- F. May have occasional additional time as needed to meet support request expectations;
- Position hourly and subject to IdaPac's standard paid time off policy;
- Eligible for annual discretionary bonus based upon performance and company profitability; and
- Other benefits consistent with IdaPac's benefits package.

Contact Information

Hiring contact: Tara Rose, tara@idapac.com, 208-489-7734

Website: <https://www.idapac.com/careers>