



2858 US Hwy 70 W
Black Mountain, NC 28711-9111
Tel. (828-350-5300)
Fax (828-686-4556)

Contracts Administrator

Responsibilities:

- Will perform administrative duties within the Contracts area with specific responsibilities for repair and overhaul business.
- Prepares projects, analyses, reports, charts, graphs, maintains logs and files.
- Serves as the key point of contact for assigned customers. Ensures new and existing contracts are maintained and includes appropriate terms and conditions, indemnifications, warranties, critical contract dates, government regulations, etc...
- Documents and communicates key contract issues for resolution, maintains accurate database entries and files records of contract actions.
- Prepares and coordinates responses to customer requests for quotes, and assists with special projects as required.

Qualifications:

- Strong communications skills required.
- BA/BS Degree in related field.
- 1-3 year(s) of experience in customer service, contract administration, or similar field.
- Excellent verbal and written communication skills.
- Ability to convey technical and contractual details to a diverse customer base.
- Strong organizational skills and computer literacy are required.

To explore employment opportunities, please send your resume and salary history / requirements to the following address or contact our Human Resources department at the number listed below.

KEARFOTT CORPORATION
Motion Systems Division

2858 US Hwy 70 W
Black Mountain, North Carolina 28711-9111
Phone: 828-350-5300, Fax: 828-686-4556

Email: careers@msd.kearfott.com
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