



## ELECTRICAL CONSULTANTS, INC.

BILLINGS OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-3441

### Contracts Administrator

**Location:** Billings, MT (Corporate office)

**Description:** Electrical Consultants, Inc., a leading power engineering consultant firm, has an immediate opening for a contracts administrator in its Legal department. Under the direct supervision of a licensed attorney, this position will:

- Review, analyze, redline and draft contracts
- Support negotiation of contracts
- Support periodic updates to contract templates
- Assist internal staff with contracts finalization support including signature authority, electronic signatures, counterpart signatures, etc.
- Administer contracts, certificates of insurance, contract documentation and office leases
- Support records management program
- Provide support other projects and assignments as needed

**Minimum Requirements:** Bachelor's degree required, paralegal certificate a plus; minimum of 3 years' experience reviewing, drafting, and administering contracts; knowledge of contracts, best practices and implications/objectives/ramifications of contractual provisions; intermediate knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint). Must possess a conceptual understanding of administrative issues related to OSHA and regulatory compliance. The successful applicant will be an individual that has excellent organization skills with a passion for details, excellent verbal and written communication skills and strong analytical skills. The successful applicant must also have excellent interpersonal skills and the ability to work efficiently and effectively in a fast paced environment and coordinate with a variety of internal and external contacts on multiple projects. Must be able to work well in a team environment but also be able to work independently with minimal guidance. Successful applicant must meet ECI's auto insurance carrier requirements. Successful applicant may be subject to client mandated drug and background checking. **Successful applicant must not require immigration sponsorship now or in the future.**

**Salary commensurate with experience and education. Benefits include:**

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

Electrical Consultants, Inc. (ECI) employs over 450 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 15 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at [www.electricalconsultantsinc.com](http://www.electricalconsultantsinc.com).

**Submit letter of application, resume and list of three professional references to: [hrdirector@ecibllgs.com](mailto:hrdirector@ecibllgs.com)**

*An Equal Opportunity Employer*

#### OFFICE LOCATIONS NATIONWIDE

• BILLINGS, MONTANA – (406) 259-9933

• SALT LAKE CITY, UTAH – (801) 292-9954

• MADISON, WISCONSIN – (608) 240-9933

• PHOENIX, ARIZONA – (602) 997-9933

• PORTLAND, OREGON – (503) 747-2235

• SAN DIEGO, CALIFORNIA – (619) 398-9370

• MANKATO, MINNESOTA – (507) 388-9933

• TUCSON, ARIZONA – (520) 219-9933

• DENVER, COLORADO – (720) 536-8261

• TULSA, OKLAHOMA – (918) 296-7911

• CRANFORD, NEW JERSEY – (908) 967-6363

• ORLANDO, FLORIDA – (407) 960-1796