



Ascent, LLC is a leading provider of comprehensive solutions for the planning, design, engineering, development and operation of data centers and other mission critical facilities. Headquartered in Saint Louis, MO, Ascent specializes in powerful, efficient and technologically advanced mission critical facilities and offers clients a broad range of delivery models spanning shell & core, build-to-suit, turnkey and outsourced critical systems operations. Founded in 1998, Ascent provides a full spectrum of fast track services that include project programming, design management, facility assessment, development and construction management, commissioning and ongoing maintenance operations. Today, Ascent focuses on providing clients with innovative solutions and services yielding the highest levels of operational autonomy, efficiency and control. Ascent's clients include some of the most demanding mission critical organizations spanning multiple industries, Fortune 500 firms, and service providers. Our business is growing fast and we are currently seeking a talented *Contract Administrator*.

TITLE: Contract Administrator

RESPONSIBILITIES:

- Request quotes from vendors on electrical services performed at multiple sites across the country
- Manage contractual agreements, purchase orders and pricing under direction of Contracts Manager
- Participate in the entire RFP process from development of maintenance procedures and bid requests to distribution and collection of quotes, and assisting in evaluation and final execution
- Draft maintenance agreements and address all business terms with vendors
- Issue PO's to selected vendors
- Coordinate with various departments to ensure efficient, on-time deliverables
- Interact with contractors to implement client requirements related to scopes of work, service frequency and cost
- Schedule vendor work at various client sites
- Process and update contract extensions and addendums
- Produce reports via internal maintenance management system as requested

QUALIFICATIONS:

- Associates degree in business, engineering, supply chain management, contract administration or related field preferred
- Minimum of 2-5 years related experience in contract administration or purchasing
- Working knowledge of Microsoft Office Suite
- CMMS software experience and familiarity with a contract management system is preferred
- Other skills include demonstrated negotiation skills, attention to detail, excellent organization and multi-tasking skills and ability to develop collaborative working relationships. Self-starter that can work independently with excellent verbal and written communication skills is also essential.

This position reports to the Contracts Manager

Interested applicants should submit their resume to humanresources@ascentcorp.com

Ascent, LLC is an Equal Opportunity Employer