



Contract Administration (Intern-TPT)

POSITION OBJECTIVE: Under general supervision, provide diverse support to Management. To perform assigned contract management activities in an accurate and timely manner. This position requires good judgment and comprehensive knowledge of applicable operations.

ESSENTIAL FUNCTIONS:

- Assist in drafting contracts and amendments under supervision.
- Ensure contracts are properly formatted and complete.
- Organize and maintain contract files.
- Assist in the maintenance of contract management databases and tracking systems.
- Assist in monthly invoicing.
- Provide general support to the Contract Administration team.
- Other tasks and duties as assigned.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School Diploma or GED equivalent
- Proficiency in Microsoft Word and Excel.
- Ability to work accurately with attention to detail.
- Ability to work independently, schedule duties appropriately, and juggle priorities.

PREFERRED:

- Previous experience in government or not for profit organization.
- Associate degree.

SKILLS:

- Ability to work independently and set priorities.
- Ability to maintain confidentiality of sensitive data.
- Strong interpersonal and customer service skills.
- Time Management and organizational skills.
- Ability to speak, read and write English at the college level.



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- Ability to work in a multitask environment.
- Strong analytical and problem-solving skills.
- Strong written and verbal communication skills.

Name (Print)

Supervisor Name (Print)

Employee's Signature

Supervisor's Signature

Date

Date