



Manafort Brothers Incorporated seeks a contracts administrator with a minimum of 3 years of experience to perform pre and post bid contract reviews, draft and review subcontracts and purchase orders, and other related tasks. Candidate must be a self-starter and possess strong analytical and problem-solving skills; must be organized and detail-oriented, as well as be able to communicate and work effectively to support internal and external clients in a very fast-paced dynamic environment. Must be proficient at MS Office Suite. Experience with Timberline/Sage experience is preferred but not required. Insurance experience may also be helpful. Salary commensurate with experience. BA/BS required. AA/EOE M/F/Disability/Vet

Please submit your resume to:
Human Resources Department
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