

**Job Title:** Contracts Administration Manager

**Location:** Vero Beach, Florida

**Reports To:** Chief Financial Officer

**Employment Type:** Full Time

## **Company Overview**

Communications International, Inc. (“Ci”) is a 100% employee-owned leader in telecommunications, known for its commitment to providing innovative, reliable, and secure communications solutions. With a deep-seated presence in public safety integration, we’re looking to expand our footprint and drive revenue growth across new markets.

**Job Summary:** We are seeking an experienced Contracts Administrator to join our team. The successful candidate will be responsible for coordinating the negotiation, management and administration of contracts with customers and suppliers in line with corporate goals and guidelines. This role requires a proactive professional with strong attention to detail and a deep understanding of contracts and the contract management processes in a technology-driven environment.

## **Key Responsibilities:**

- **Contract Negotiation:** Negotiate terms and conditions with customers and suppliers to ensure mutually beneficial agreements while protecting the company’s interests.
- **Contract Drafting and Review:** Prepare, review, and revise contract documents, ensuring compliance with legal standards, company policies, and industry best practices.
- **Contract Management:** Maintain and organize all contract documentation, including amendments, renewals, and terminations, in a centralized database.
- **Compliance Monitoring:** Ensure that all contractual obligations are met and adhere to regulatory and legal requirements.
- **Risk Assessment:** Identify potential risks in contracts and recommend mitigation strategies.
- **Stakeholder Collaboration:** Work closely with outside counsel and internal departments such as finance, sales, and procurement to align contract terms with company objectives.
- **Dispute Resolution:** Address and resolve any issues or disputes related to contract terms or performance.
- **Reporting:** Generate regular reports on contract status, key metrics, and compliance issues for management review.

## **Qualifications:**

- Bachelor’s degree in business administration, Law, or a related field (a master’s degree or JD is a plus).
- Five plus years Business Contract’s Administration experience.

- Strong understanding of contract law, legal terminology, and negotiation strategies.
- Excellent written and verbal communication skills.
- Proficiency in contract management software and Microsoft Office Suite.
- Ability to handle multiple priorities and meet deadlines in a fast-paced environment.
- Strong analytical and problem-solving skills.
- High attention to detail and organizational skills.
- Familiarity with intellectual property and data security clauses is a plus.

**Why Join Us:**

As an employee-owned company, Ci offers a unique culture where each team member has a stake in our success. We're committed to fostering an environment that rewards innovation, collaboration, and personal growth. This is an opportunity to join a successful company with a strong foundation in public safety as we look to drive future growth.

**How to Apply:**

Interested candidates should submit their resume and a cover letter detailing their relevant experience and qualifications .