



New Horizons Telecom is looking for a highly motivated qualified individual to join our team as an Assistant Contracts Administrator. New Horizons Telecom, Inc. specializes in the delivery of turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries.

The Assistant Contracts Administrator is a critical support person to the Director of Contracts to ensure Customer/Subcontractor contract requirements are met and company's risks are minimized. The position requires strong organizational and interpersonal skills as well as the ability to interact with clients, project staff, and subcontractors.

In addition, the Assistant Contracts Administrator will be expected to:

- Provide support to the Director of Contracts in the administration of customer and subcontracts, to include review of contracts and contract issues as may be required.
- Issue Subcontractor Support Agreements (SSA), Subcontractor Purchase Requisitions and Purchase Orders (PO). Monitor subcontractor invoicing, per the issued Subcontract PO.
- Assist with preparing and submitting RFP, RFQ, ITB, and Sources Sought responses, and potential/ existing customer qualifications or updates.
- Provide general administrative support to include new job setups, change orders, misc changes, increases/ decreases, job closures, etc.
- Provide support to Management, Program/Project Managers, and Employees to ensure company and ISO and processes, procedures, and policies are followed.
- Maintain accurate and complete Department records, timelines, and all other documentation in an organized manner
- Work in a multi-task, multi-project environment with the processing of required information with appropriate and timely tracking and suspense of outstanding items

Minimum Requirements:

- High School Diploma Required
- Associates degree in Business Administration, Management or Accounting/Finance preferred.
- 3 years' experience working in an Business Administration, Management or Finance/ Accounting setting, preferably in Telecommunications, Construction or Engineering commercial or government contracts.
- Experience with spreadsheets, word processing and standard office software (MS Excel, Word, Adobe and Outlook)
- Ability to work closely with diverse groups of people, including company employees at all levels, clients, vendors, and other outside companies and individuals with whom the company deals with on a regular basis.



- Task and detail oriented, able to understand, interpret, and closely follow detailed instructions. Understand and perform basic mathematics, read and interpret both verbal and written instructions and information, and effectively organize and prepare reports and documents to follow prescribed formats with use of proper grammar, syntax and punctuation.

Salaries are based on experience and an excellent benefits package is available to qualified employees. If you feel you are a qualified candidate for this position, please email your cover letter and resume to [jobs@nhtiusa.com](mailto:jobs@nhtiusa.com).