



The McCaffrey Group is a family-owned company, founded over 45 years ago. Having built more than 10,000 homes in the Central Valley, McCaffrey Homes has earned the trust and respect of homeowners year after year. Our company has been honored with many of the building industries and the community's highest awards, including the induction of co-founders into the prestigious California Homebuilding Foundation Hall of Fame. "Built for a Lifetime" means more than quality homes built to last. It's about a tradition of pride, craftsmanship, and the idea of "home".

We are hiring a Contracts Administrator for McCaffrey Homes. The ideal candidate will be adaptable in a fast-paced environment, inherently possess a positive, gracious and friendly attitude, possess strong problem solving skills and have a strong attention to detail. The Contract Administrator would report to the Controller and COO/CFO.

Duties and Responsibilities Include:

- Responsible for issuing Residential and Land Development Subcontract Agreements
- Ability to read, analyze and interpret legal documents, financial reports and technical documents
- Compile proposals and exhibits to input into contract templates and review for reasonableness
- Fundamental knowledge of construction techniques, building materials, standards and equipment
- Track various stages/steps of contracts and change orders
- Create regular status reports regarding progress on projects
- Data Entry for budgeted contract pricing
- Enroll trade partners in insurance programs
- Positive contributor to the team by supporting and executing projects as needed
- Maintain accurate filing systems
- Update and track records in spreadsheets, maintaining accurate data for on-going projects
- Follow company process accurately and efficiently
- Ability to maintain relationships with trades
- Task Oriented

Requirements:

- One to three years related work experience preferred
- High school diploma or GED required
- Intermediate skills in Microsoft Word, Excel, Outlook
- Strong interpersonal, organization, verbal and written communication skills
- Ability to self-manage time and offer accurate and timely feedback
- Works well under deadlines and is capable of handling multiple tasks with simultaneous deadlines
- Analytical and organizational skills
- Very strong communication skills