

CONTRACT SPECIALIST

PRIMARY DUTIES: Read and comprehend professional services contracts and subconsultant agreements; Reconcile project files and subconsultant files; Input data into project management system; Conduct Contract Administration: Maintain accurate records, track renewals and expirations, and manage contract changes.



Ronald N.S. Ho & Associates
ELECTRICAL ENGINEERING

PROFILE

Established in 1978, Ronald N.S. Ho & Associates, Inc. is one of Hawaii's largest electrical engineering consulting firms. It has provided electrical engineering services for various government agencies and private clients. Types of projects have included public and private buildings, site infrastructure systems, lighting systems, electrical distribution systems, and water and wastewater systems. This employee-owned company is seeking an experienced Contract Specialist looking to contribute in growing and expanding its capabilities throughout the State of Hawaii and the Pacific.

SKILLS / KNOWLEDGE

- Minimum 3-5 years of contract experience (A/E/C Industry preferred, but not required)
- High School Diploma or College Degree
- General accounting experience preferred, but not required
- Ability to operate 10-key
- Ability to perform data entry accurately
- Ability to manage multiple priorities/tasks
- Excellent communication and organizational skills

POSITION REQUIREMENTS

- Must be self-motivated, exhibit good attitude, and be a team player
- Must be detail-oriented, proactive in meeting deadlines, efficient with time management, and exhibit confidentiality
- Must be flexible in adapting to changing priorities and responsibilities
- Able to learn quickly, take direction well, exhibit proactivity in completing tasks
- Able to think independently
- Ability to analyze and interpret complex information
- Able to communicate effectively both verbally and in written form
- Competence with computers and basic office equipment
- Proficiency with Accounting software and platforms
- Proficiency with Microsoft Office

BENEFITS

Ronald N.S. Ho & Associates, Inc. is an Equal Opportunity Employer. We offer a rewarding, nurturing, and collaborative environment for all our employees. This is a Full-Time, Non-Exempt Salary position. The reasonably expected salary range is \$60,000 - \$80,000 (commensurate with experience).

JOIN OUR TEAM

If you have the skills necessary and meet the prerequisites listed above, please submit your letter of interest and resume to:
joinus@rnsa.com (Attn: Sean Sugai, President).



2153 North King Street, Suite 201
Honolulu, Hawaii 96819



(808) 941-0577



www.rnsa.com

