

ADMINISTRATOR, CONTRACT SERVICES The Contract Services Administrator oversees the successful day-to-day operations of Callaway's multiple, on-site, contract service providers. Is responsible for managing operations associated with food service, mail and copy center services, janitorial services, office equipment leasing and maintenance, document storage and retrieval services, document destruction, interior foliage, exterior landscape and maintenance, and coffee/vending services, as well as other contract services related to Facilities Management. Other responsibilities include, working with the Purchasing and Legal Departments on contract negotiations, setting and managing expectations, establishing and monitoring budgets, and providing general customer service support to our internal customers. Qualifications include a Bachelor's degree (B.A.) preferred or 6-8 years related experience and/or training; or equivalent combination of education and experience preferred. Ability to effectively lead and manage people and projects. Ability to analyze complex and diverse information and make recommendations based on analysis. Strong ability to multi-task is critical. Self-starter who takes initiative to begin and complete assignments without direct supervision. Skilled at motivating team members to meet project objectives. Adept at delegating work assignments to vendors and team members. Skilled at solving complex problems and implementing solutions. Ability to think strategically utilizing available resources. Ability to evaluate risk vs. reward when making decisions affecting floor space utilization. Good communication skills with all levels of internal customers and vendors to ensure customer satisfaction. Knowledge of space design, furniture, fixture and equipment product knowledge. Finance background with experience in budget preparation, expense monitoring, and general financial analysis. Purchasing background and experience to include procurement and contract negotiation. Ability to conduct group meetings and presentations. Ability to adjust to an ever-changing work environment. Knowledge of the following software programs: SAP, Access, PowerPoint, Remedy, Maximo, Visio, ProChain, preferred. Advanced proficiency is mandatory in Excel, PowerPoint & Word.

Rebecca Ricca

Recruiter

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