



**Gibson-Thomas Engineering Co., Inc.** is a full-service civil engineering firm based in Pennsylvania that provides engineering design and construction inspection services to clients on projects of varying sizes and complexity. We are a growing firm with Pennsylvania offices in Latrobe, Camp Hill, Indiana, Wexford, Fayette and Washington.

### **The Role**

We have openings for a **Contract Administrator** in our Latrobe and Wexford Offices. Ideal candidates for this position will have previous administrative experience, ability to multi-task and proficient in Microsoft Office programs (Word, Excel, Outlook etc.).

### **Responsibilities**

- County, State and Federal Funding Applications
  - Maintain compliance records for reporting to government agencies.
- Preparation of Cost Estimates
- Client Annual Reports and Budgets
- Prepare Contract Specifications
  - Advertise Projects
  - Bid Tabulations
  - Maintain Contract Documents from Project Start-Up to Project Close-Out
  - Prepare Pay Estimates and Change Orders
- Monthly Meeting Documents and Requisitions
  - Maintain spreadsheets to track project costs.
- Rights-of-Way Agreements
- General administrative duties including, but not limited to, type, revise and combine materials such as correspondence, reports, records, forms, meeting minutes, technical information, information from rough draft, corrected copy, or previous versions, proofread and edit documents.

### **Qualifications**

- Previous administrative experience preferred.
- Complete word processing experience with knowledge in Microsoft Office Products.
- Ability to work independently as well as within a team environment.
- Self-motivated, excellent organizational skills, and detail oriented.

### **Benefits Eligible for this Position**

- Health and disability insurance benefits
- Paid flexible vacation time and holidays
- 401(k) plan with company funded match
- Flexible work environment

**Gibson-Thomas** is proud to be an equal employment workplace. Individuals seeking employment are considered without regard to age, ancestry, color, gender (including pregnancy, childbirth, or related medical conditions), gender identity or expression, genetic information, marital status, medical condition, mental or physical disability, national origin, protected family care or medical leave status, race, religion (including beliefs and practices or the absence thereof), sexual orientation, military or veteran status, or any other characteristic protected by federal, state, or local laws.

Please use the contact information listed below to submit your resume via email; any questions or need for additional information can also be directed to Dan Schmitt via email or phone.

### **Contact Information**

Contact Person: Dan Schmitt  
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