

SUNGDO ENG USA, INC

JOB DESCRIPTION

JOB TITLE: Contract Specialist (Construction)

JOB TYPE: Full-time (8 Hour shift, Mon- Fri)

DEPARTMENT: Purchase

SALARY: \$ 60,000 ~ \$ 100,000

LOCATION: Suwanee, GA

RESPONSIBILITIES

- Performing research to better understand the context of the contract
- Meeting with the other party, such as a client or partner organization, to negotiate the contract
- Coordinating with the company's legal team to ensure the contract satisfies legal requirements and interests
- Editing previously developed contracts according to new information or advice
- Helping clients cancel their contracts based on company policies
- Reviewing contract breaches and determining a response plan
- Maintaining an understanding of local and federal regulations that may affect contracts
- Supervising the execution of contracts to ensure all parties fulfill their obligations

QUALIFICATIONS

- Bilingual Preferred - Korean, English
- Preferred – 5 years or more experience in construction field
- Demonstrate a solid understanding of legal terminology
- Comfortable working as part of a multidimensional team
- Exemplify a strong attention to detail
- Possesses superior organizational skills and the ability to manage multiple projects with shifting deadlines
- Must have strong computer skills and knowledge of common programs such as Microsoft Office

- Previous experience working with contract regulations the related laws is strongly preferred
- Must possess excellent written and oral communication skills
- Capable of professionally managing confidential information
- Exemplify creative problem-solving abilities

BENEFITS

- Health Insurance (Health, Dental, Vision) :50% Support
- 401K – 3% Matching
- PTO – 10 Days/ Yearly
- 10 Paid Holidays
- Meals provided (Lunch/overtime dinner)
- Free snacks and drinks in the office