

**Position Title: Energy Contracts Administrator**  
**Reports To: Energy Contracts Supervisor**

**Position Summary:**

Directly manage multiple contracts for the sale of pumps and accessories to KSB Inc's customers. The Contracts Administrator is responsible for fulfilling the contractual requirements as accepted by the Regional Manager and Management. As required by the contract, obtain and/or create accurate professional documents as deliverables for approval or informational purposes for customer or client use. Track, document and oversee the full contract process from acceptance to delivery, with post delivery assistance to fellow associates as required.

**Knowledge, Skills and Abilities:**

- Time management – Managing one's own time and the time required for projects along with the ability to prioritize tasks required to effectively manage multiple projects simultaneously.
- Effective Speaking – talking to others to convey information effectively one on one and in occasional group presentations with the ability to convey information and ideas so others understand.
- Reading Comprehension – understanding and comprehending written sentences and paragraphs in work related documents.
- Computer skills – Be familiar with and effectively use: Outlook, Excel, Word, Power Point, Adobe Acrobat, AutoCAD and HELPS as a minimum.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision making.
- Social Perceptiveness – Being aware of others' reactions and interpretation of an appropriate response.
- Written Expression – The ability to communicate and convey information and ideas so others understand.
- Deductive Reasoning – The ability to apply general rules to specific problems to produce sensible answers.
- Travel – Occasional domestic and international to customers, vendors, and factory locations.
- Pumps – Prior centrifugal pump experience. Ability to read pump curves as well as system head curves.
- Intuitive: Identify potential problems and address before they become issues. Able to be creative in identifying solutions to resolve problems.

**Tasks / Responsibilities:**

1. Order input into Syteline and routinely maintenance as required. Produce and transmit final invoice upon completion of the project.
2. Enter and place Purchase Orders to vendors for items within applicable scope of project contract per KSB Purchasing and financial Policies. Maintain supervision over vendor during the life of the Purchasing contact to assure that quality service and products are delivered.
3. Preserve or increase net margin during the Contract Administration process to include optimizing cost savings with austere purchasing techniques.
4. Maximize results with superior customer service utilizing timely communication methods and techniques.
5. Responsible for administration of the terms and conditions of assigned contracts.
6. Responsible for checking proper credit for orders before order entry and during the Contract Administration process pursuant to KSB's Credit Policy.
7. Promote brand awareness to influence reps, distributors, engineers and end users when ever possible to influence the market place in favor of KSB.
8. Creating (when applicable) all job related instructions (Shop Job Packet) for local shop value-added operations.
9. Oversee the shop efforts to confirm adherence to the contract

**KSB Incorporated**  
**Energy, Industry and Desalination Division**



10. Other assignments as assigned by Supervisor that may be necessary.

Interested candidates should send their cover letter (including salary requirements) and resume to [careers@ksbusa.com](mailto:careers@ksbusa.com) or contact Human Resources at 804-565-8334.

**Job Posting date: January 17, 2012**

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