

## **Job Posting**

### **KSB, Inc.**

**POSITION: Contracts Administrator – Water and Wastewater Division**  
**REPORTS TO: Engineering Support and After-Market Supervisor**  
**LOCATION: Richmond, Virginia USA**

KSB, a world wide leader in pump manufacturing, is looking for an exceptionally well-organized, detail oriented contracts administrator who enjoys working at a fast pace. Position allows freedom to work independently, under minimum supervision.

The Contracts Administrator is responsible for fulfilling contractual agreements by coordination of professional and technical services. Position is also responsible for ensuring that contract deadlines are reached and for maintaining profit margins. The Administrator processes contracts through company material and resource planning software to ensure management can gather and analyze data.

The position requires strong customer support to ensure the business between all parties involved is running smoothly and resolves any conflicts arising from existing contracts.

#### **Knowledge, Skills and Abilities:**

- Time management – Aptitude for prioritizing tasks to manage multiple contracts simultaneously.
- Effective Speaking – Ability to verbally communicate information and ideas effectively one-on-one and in occasional group presentations. Must be able to establish a friendly, customer service rapport on the phone.
- Reading Comprehension – Must be able to read and comprehend technical contract terms and conditions.
- Active Learning – Enjoys training on the job rather than a classroom. Successful candidate must be a quick learner and resourceful.
- Information recollection and retention - Understands the significance of new information not only for current use, but future needs.
- Social Perceptiveness – Being aware of and interpreting others' reactions and formulating an appropriate response.
- Cognitive skills - Ability to formulate rational & logical resolutions. Ability to apply deductive reasoning.
- Intuition – Capable of identifying and addressing potential problems before they become issues.
- Travel – Occasional domestic and international travel to customers, vendors, and/or factory locations.

#### **Requirements:**

- B.S. degree or a minimum of 2 years experience, preferably in the wastewater field.
- Proficient in Outlook, Excel, Word, and Adobe Acrobat at a minimum. PowerPoint knowledge is a plus.
- Excellent verbal and written communications skills.
- Experience with SyteLine, manufacturing and accounting control system is not a requirement, but a plus.

Great full-time opportunity for a contracts administrator with a positive, solution-focused outlook, and a strong work ethic. Qualified candidates should send resume, cover letter and salary requirements to: [careers@ksbusa.com](mailto:careers@ksbusa.com) or Fax Resume to 804-565-8334.

**EOE/M/F/D/V Drug Free Environment**