

Contract Administrator

The qualified candidate will be responsible for requesting and negotiating energy contracts and Special Provisions for natural gas, power, crude, NGL, and ISDA trading contracts.

Requirements:

EDUCATION

- Bachelor's degree in business or other acceptable area of study.

SKILLS

- Candidate must have 2-5 years of experience in energy marketing negotiating standard and unique contractual terms and conditions or the equivalent experience as a paralegal or legal assistant in a business/contracts law environment.
- Ability to analyze and help resolve technical contract issues and problems, and to effectively manage conflicting priorities.
- Strong oral and written communication skills and effective negotiation skills.
- Proficiency with database management and Microsoft Word, Power Point and Excel applications.
- Ability to work both independently and with a team.
- Strong time management skills.
- Credit experience is a plus.

Primary Duties and Responsibilities:

- Negotiation of ISDA, EEI, NAESB, Purchase/Sale Agreements, and Master Agreements.
- Review of utility and interstate/intrastate pipeline and related contracts.
- Review and negotiation of netting agreements and guarantees.
- Monitor and administer contracts for compliance purposes and timely exercise of contract notices and or updates.
- Maintain and update contracts database(s) and manual filing systems for management information and status-tracking.
- Translate negotiated terms, conditions and pricing into contract language.
- Assist with evaluation and approval of individual transaction terms and conditions to ensure applicability, feasibility, and accuracy.
- Protect Clients' rights and minimize exposure to liabilities and risks through timely, accurate and efficient contract administration.

Please send all resumes to Christine Anderson (canderson@mobiusriskgroup.com).