



Mechanology, Inc., is a recognized innovator in the field of compressors and expanders. Our positive displacement technology has been described as the first major innovation in compressor design in over 30 years, and Mechanology's technological developments have truly enabling capabilities in numerous markets including renewable energy, power recovery, and process technologies. Please visit www.mechanology.com to learn more about our core technologies and mechanical innovations.

Contracts Administrator

Key Responsibilities:

The Contracts Administrator has responsibility for managing an order as it progresses through the company from the time it is received, through shipment until the termination of the warranty period. The incumbent manages all relevant communication both - internal & external

Key Tasks:

- Acknowledges receipt of order
- Convenes "green sheet" meeting to clarify the specifications and commercial details
- Establishes final estimate of cost and margin for the project
- Establishes & maintains production schedule in conjunction with engineering and manufacturing – indicating any customer required milestones, to ensure the order ships on time
- Maintains communication with the customer and provides progress reports, preliminary drawings and other information as required
- Manages any specification changes driven by either the company or customer and communicates cost & price impact
- Manages any 3rd party requirements such as import licenses, inspection services, or testing requirements
- Coordinates shipping arrangements
- Coordinates any start-up services
- Once the order ships, provides final cost report showing variances between "as sold" & "as shipped"
- Manages any action required of the company from warranty claims, including the establishment of a cost estimate, obtaining the

necessary authorization to incur expenses and maintaining a record of costs.

Measurable Criteria:

- Clear schedules
- On-time shipments
- Booked vs. Shipped GM %
- Customer satisfaction

Education & Experience:

- Engineering degree (Mechanical or Electrical)
- Prior experience in a similar position would be an advantage
- Good computer skills, with intimate knowledge of MS Office & Project software

Other:

- Primarily an office position with limited travel