



Corporate Contracts Administrator

For one-half century, Signet Maritime has been an industry leader delivering quality marine transportation and logistics services to customers worldwide. The award-winning company operates a diverse fleet of tug and marine assets specifically designed for multi-disciplinary work including ship-assist, ship escort, towing, offshore support, maritime aerospace, subsea and rig moves. Certified to ISO 9001:2015, ISM, STCW-2010, SIGTTO, MTS, SEEMP and 46 CFR Subchapter M; in addition to meeting all applicable USCG, SOLAS, MARPOL, and EPA requirements.

Signet's award-winning shipyard provides quality construction, repair and engineering services to the maritime industry. It is strategically located along the Pascagoula River with direct access to the Gulf of America and is capable of dry-docking nine (9) vessels simultaneously.

The company is headquartered in Houston, Texas, and currently has five (5) fleet locations in the US Gulf of America and East Coast of Florida. For more information, please visit us at SignetMaritime.com.

Position Summary

We are seeking a responsible Contract Administrator to join our team. Your primary responsibilities will involve preparing, negotiating, and reviewing various company contracts, such as purchases, sales, and business partnerships.

The ideal candidate will demonstrate a keen attention to detail and possess the ability to identify potential risks for our organization. You should possess strong analytical skills to analyze contracts, aiming to reduce costs and maximize profits while ensuring compliance with legal regulations. Previous experience in contract management and familiarity with legal requirements and terms of use are highly desirable.

Ultimately, your role will involve ensuring that all our contracts align with legislative requirements and effectively contribute to our company's objectives.

If you are meticulous, adept at contract management, and committed to meeting our company goals, we welcome you to join our team.

Essential Functions

- Prepare sales and purchase contracts
- Negotiate contract terms with internal and external business partners
- Review and update existing contracts
- Explain terms and conditions to managers and interested parties
- Ensure that employees understand and comply with company contracts
- Analyze potential risks involved with specific contract terms
- Stay up-to date with legislative changes and coordinate with the legal department as needed
- Ensure all deadlines and conditions described on contracts are met (e.g. deliverables, payments)
- Maintain organized system of physical and digital records
- Create language standards for existing and new contracts



Job knowledge, Skills & Abilities

- Excellent written and oral communication skills
- Performance and results driven
- Strong decision making and problem-solving skills
- Able to work independently and as part of a team
- Excellent customer service and relationship-building skills
- Ability to handle multiple projects and details simultaneously
- Computer literate, high level of accuracy and maintain good organizational skills
- High energy level, motivating, outgoing social and enthusiastic personality

Qualifications & Experience

- Background in the Maritime Industry or Oil & Gas Industry preferred
- Proven work experience as a Contract Administrator, Contract Manager or relevant role
- Knowledge of legal requirements involved with contracts
- Familiarity with accounting procedures
- Excellent writing skills
- Keen attention to detail, with an ability to spot errors
- Strong analytical and administrative proficiency
- Ability to work with varying seniority levels, including staff, managers and external partners
- Bachelor's degree with minimum 3.2 GPA; additional qualifications in law are a plus

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional Notes

- Signet is an Equal Opportunity Employer and promotes diversity in the workplace.
- The selected applicant will be subject to successfully passing a pre-employment drug screening and criminal background check.
- Signet is a tobacco & smoke free company.

Application Instructions

For more information or to submit your resume, please contact us at Careers@Signetmaritime.com