



POSITION DESCRIPTION

Position: Contracts Administrator

Reports to:	Senior Manager, Contracts
FLSA Status:	Exempt
Location:	Woodcliff Lake, NJ
Prepared by:	SVP, General Counsel / Global HR Director
Date:	10/24/2024

Summary:

In this position you will carry out the necessary activities to ensure the timely drafting of lease contracts and associated documents, as well as any other administrative or reporting tasks required by the Contracts Group.

Essential Duties & Responsibilities:

- Contribute to the contract drafting process required for the company's leasing activity, according to the templates approved by Legal. Review the documents for accuracy.
- Maintain open communication with the Sales and Marketing team for deal details and uncommon contracts. Question and confirm terms that are not beneficial to the Company.
- Track and maintain reports on contract status and signed contracts.
- Maintain the electronic contract files updated and in good order.
- Support the Contracts System Administrator in the input and maintenance of contracts in the company's contract management software.
- Cross-train with other members of the Contracts group to ensure coverage during absences.
- Create and maintain relationships with internal stakeholders across the organization.
- Identify opportunities for process improvement and develop potential solutions in collaboration with relevant stakeholders.

Knowledge, Skills and Abilities:

- Positive attitude
- Strong interpersonal skills.
- Ability to effectively manage time and prioritize multiple responsibilities.



- Ability to deal with internal stakeholders to assess and analyze situations.
- Excellent verbal and written communication skills.
- Self-motivated and ability to excel with minimum supervision.
- Knowledge of software tools necessary to carry out the tasks.
- Ability to work well with customers and co-workers in a team environment.
- Ability to write and present effective proposals.

Qualifications, Requirements:

- Bachelor's Degree or equivalent experience
- Two years' experience in a related industry
- Exposure to leasing, international environments and/or maritime/logistics/transportation preferred.
- Excellent written and oral business communication skills.
- Strong contract drafting and issue-spotting skills.
- Team player, ability to work collaboratively at all levels of a global organization and with external advisors and other third parties.
- Ability to work on multiple projects and engage with multiple stakeholders in a challenging and fast paced environment.
- Self-motivated, energetic, high level of commitment to quality work product and organizational ethics and integrity.

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