

Title: Contracts Administrator

Division/Department: Contracts

Reports to: Jennifer Williams

Effective date: 05/2026

FLSA status: Exempt

Starting Salary Range: \$80,000-\$95,000 per Year Commensurate with Experience

Responsibilities may include:

- Send trade confirmations/contracts to external counterparties
- Review trade confirmations/contracts received from external counterparties and match details against the trade entered in the system
- Submit, verify details, and match confirms on e-Confirm
- Correcting trade details in ETRM
- Work with traders and schedulers internally and externally to verify mismatched details of trade confirmations.
- Retrieve filed or archived confirms as needed for internal and external audit requests
- Filing as needed
- Risk monitoring and compliance
- ETRM data maintenance and management
- Adding new counterparties to ETRM after collecting/verifying necessary documents
- Other duties as assigned

Job criteria:

Education & experience

- Bachelor's Degree and/or 2+ years of relevant energy experience

Knowledge, skills, & abilities

- Skills and abilities to be analytical, accurate, organized and possess a high level of attention to detail
- Ability to maintain confidentiality, meet deadlines and follow defined technical processes is crucial
- Ability to physically perform the essential functions of the job
- Skills and abilities in interpretive, interpersonal, problem-solving, and decision-making
- Skills and abilities in verbal and written communications
- Skills in computer software and use of various specialist applications
- Ability to concentrate on one task for long periods of time
- Ability to work independently and as part of a team
- Ability to have a polite, cheerful attitude and great customer service
- Ability to work and meet deadlines
- Ability to balance a number of conflicting demands
- Strong interpersonal skills to market both internally and externally to clients

Working conditions

While performing the duties of this job, employees are regularly required to sit for extended periods of time, walk and stand; talk both in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Vision abilities include close and distant focus. The noise level in the work environment is usually quiet to moderate. May on occasion be exposed to loud sounds and distracting noise levels. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Available Benefits

- Health Insurance, HSA, FSA
- 401k with Safe Harbor Employer Match
- Paid Sick Leave
- Paid Vacation

- Paid Holidays
- Dental Insurance
- Vision Insurance
- Group Life Insurance
- Term Life and Accidental Death and Dismemberment Insurance
- Long Term Disability
- Supplemental Aflac Coverages Available
 - Accident
 - Short Term Disability
 - Long Term Disability
 - Cancer
 - Critical Illness
 - Hospital
- Some Remote Work Flexibility Available as Needed
- Semi-Annual, Discretionary Bonuses Available