

**Company: Gateway Development Commission**

**Job Title: Manager, Contracts Administration**

**Location: New York/New Jersey**

**Date: July 17, 2023**

**Job ID: 3-015**

### Summary of Responsibilities

As a Contracts Manager, you will play a vital role in supporting the Senior Manager of Contracts Administration in managing contract administration and ensuring the smooth operation of our legal processes. You will assist in overseeing the contract lifecycle, maintaining contract records, and facilitating effective communication with internal and external stakeholders.

### Essential Functions

- Assist in drafting, reviewing, and negotiating contracts, agreements, and legal documents.
- Collaborate with the Senior Manager of Contracts Administration to manage the contract lifecycle, from initiation to execution and closure.
- Ensure compliance with legal requirements, company policies, and regulatory standards.
- Conduct research on contract terms, applicable laws, and industry best practices.
- Maintain accurate and up-to-date contract records and documentation.
- Support the coordination of contract-related meetings and communications.
- Assist in the preparation and distribution of contract-related reports and updates.
- Facilitate effective communication and collaboration between internal teams and external parties.
- Participate in contract review sessions and provide input and recommendations.
- Assist in the resolution of contract-related issues and disputes.
- Stay informed about changes in laws, regulations, and industry trends related to contract management.

### Job Requirements

- Bachelor's degree in business administration, Legal Studies, or a related field.
- At least 6 years of experience in contract management, legal support, or a similar role.
- Solid understanding of contract administration principles and practices.
- Excellent organizational skills with a strong attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and contract management software.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong analytical and problem-solving abilities.
- Ability to work collaboratively and effectively with cross-functional teams.

## Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title “Manager, Contracts Administration” in the subject line.