



**C & Y Global Inc.**

121 N Pasadena Blvd.

## **Contract Administrator**

### **Job Description:**

Negotiate and evaluate company contracts; ensure that all contracts abide by local and federal laws; review contract estimates, including proposed materials, production costs to determine whether they seem reasonable and accurate; analyze potential risks of the contract terms; ensure that all records are accurate and up to date; write contract letters and other communications and notices; negotiate and approve contract terms; create regular status reports regarding progress on contract execution.

### **Minimum Requirements:**

Bachelor degree in law or business administration.

### **Employer Contact Information:**

Email: [atl.admin@cyglobalusa.com](mailto:atl.admin@cyglobalusa.com)

Tel: 404-963-2686