

InNovo is looking for a creative, energetic, detail-oriented team player to join our team in Orlando, Florida as a Contract Control Specialist / Technical Writer to join our Program Management Team as the primary coordinator for all project agreements. As a key contributor to our success, you will play a crucial role in ensuring the clarity, accuracy, and effectiveness of project agreements, fostering seamless communication among team members, stakeholders, and external partners.

Responsibilities Include:

Agreement Drafting and Review:

- Create, edit, and review project agreements, ensuring they adhere to organizational standards, legal requirements, and industry best practices.
- Collaborate with cross-functional teams to gather necessary information for accurate and comprehensive documentation.
- Facilitate cross-functional reviews and ensure comments are tracked, resolved, and incorporated into the agreements.
- Conduct thorough reviews to identify and resolve any inconsistencies, ambiguities, or potential issues in project agreements.

Documentation Coordination:

- Serve as the central point of contact for all project-related agreement documentation, working closely with project managers, legal teams, and subject matter experts to gather information and ensure completeness.
- Manage version control and maintain a well-organized repository of project agreements, ensuring accessibility for relevant stakeholders.
- Manage the list of agreements in progress and track progress for internal and external reviews.

Communication Facilitation:

- Bridge communication gaps between technical and non-technical stakeholders by translating complex technical concepts into clear and accessible language.
- Collaborate with project managers to understand project requirements and objectives, ensuring alignment with documented agreements.
- Be the primary point of contact for the Client Legal Department in the drafting of Project Agreements.

Process Improvement:

- Continuously identify opportunities for process improvement in agreement creation, review, and coordination, aiming for increased efficiency and accuracy.
- Implement best practices and industry standards to enhance the overall quality of project documentation.

Qualifications:

- Bachelor's degree in Technical Writing, Communications, or a related field.
- Proven experience in technical writing, preferably in a program management or project coordination role.
- Strong understanding of project management concepts, agreements, and methodologies.
- Excellent communication and collaboration skills, with the ability to work effectively in cross-functional teams.
- Detail-oriented and capable of managing multiple tasks with competing priorities.
- Familiarity with legal and contractual language is a plus.

What will you contribute?

- Quick learner with demonstrated technology skills.
- Very strong organizational skills.
- Excellent oral and written communications skills and effective coordination skills. Including coordination with staff and management in multiple departments and with individuals outside of the organization.
- Ability to multi-task and work on multiple projects simultaneously.
- Ability to work independently and collaboratively as a team member.
- Good writing skills.
- Excellent verbal communication skills.
- Organized, detail oriented.
- A "can-do" attitude; ability to perform assignments effectively and efficiently, with a sense of immediacy, while maintaining high quality standards.

FDOT-Specific Applications (preferred) including:

- ProjectSolve, a file management tool for construction projects.
- ProjectSuite, a production portal for project management.
- Electronic Review Comments (ERC) System including the comment and response tracker for project submittal reviews.
- OpenText eDOCS, electronic document management system.

InNovo Benefits:

- 401(k) Matching
- Dental insurance
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance
- Short Term Disability
- Long Term Disability
- Paid Time Off
- Public Holidays
- Tuition Reimbursement
- Professional Development
- Teambuilding and Collaboration Opportunities