

## **Contract Administrator**

**Omaha, NE**

### **Company Overview**

The Gallup Organization is an enduring, prospering management consulting company that is committed to helping organizations improve their business performance and develop better leaders, more productive employees, and more profitable customers. Gallup has studied human nature and behavior for more than 70 years. Our purpose is simple: to help organizations and individuals maximize their performance through measurement tools, coursework, and strategic advisory services. Our approach enables us to identify, develop, and implement solutions that align with our clients' visions and strategies. At Gallup, we are just as committed to our employees. We select our associates for their talents, position them for success, and then provide them with opportunities to use their talents every day.

### **The Opportunity**

- Do you enjoy working with numbers?
- Are you a perfectionist with an eye for detail?
- Are you an analytical thinker who can sift through data, find patterns, and make connections?
- Are you highly responsible?
- Do you enjoy tracking measurements?
- Do you build friendships quickly and easily with coworkers and clients?
- Can you pick up the phone and ask for the answers you need?
- Do you pitch in and stay late when deadlines loom?
- Does your personal touch produce the highest quality?

If so, Gallup has an exciting opportunity with our accounting team as a Contract Administrator. Responsibilities of this position include contract compliance and project analysis. Contract Administrators work closely with Gallup leaders as experts on all contract and financial matters. We are looking for a team player with excellent communication skills and an eye for detail who will take pride in achieving results and who will naturally accept responsibility for projects.

### **Qualifications**

An aptitude for numbers and knowledge of Microsoft® Excel® are essential. A minimum of a bachelor's degree in accounting, finance or related field is required. Full training in Oracle® Financials software will be provided. However, prior knowledge would be an advantage. Gallup does not typically sponsor foreign citizens for H-1B visas or permanent resident status for this position.

Gallup is an Equal Opportunity Employer

To apply: Go to [www.gallup.com/careers/search](http://www.gallup.com/careers/search) and complete an online application today! Should you have any questions, please contact Jen Mosser, Director of Talent Sourcing, at [jennifer@gallup.com](mailto:jennifer@gallup.com).