



Building Relationships Since 1957.



**If You Have the Motivation,
We Have the Destination.**

Position: Government Contract Administrator

J&S Construction® is a fourth-generation, family-owned General Contractor built on integrity, quality, and trust. With a team of nearly 80 skilled craftsmen and trade professionals, we deliver new construction and renovation projects across commercial, healthcare, religious, government, and industrial markets.

Headquartered in Cookeville, Tenn., we are strategically positioned to serve clients across the Southeast and beyond. While most of our work is within 100 miles of our home office, our reach extends from Kansas to Florida and Texas to Virginia. As one of the oldest and largest construction firms between Nashville and Knoxville, our mission isn't to be the biggest but the best. That commitment shows in our repeat client rate of more than 75% annually and a 99.6% client satisfaction rate.

At J&S Construction, we've built an environment where many team members spend their entire careers with the stability of a company that has thrived here for generations. We are a close-knit team of professionals who view excellence in our work as a reflection of the faith we openly proclaim. Our company's long-standing success is a testament to the quality of our people and God's providence.

We also value balance. Our four-day, 10-hour workweek allows team members to enjoy Fridays at home with their families.

We're growing our federal and government contracting efforts and are looking for a Government Contracting Administrator who knows the rules, enjoys the details, and fits naturally into a collaborative, people-first company. The Government Contracting Administrator will support and manage the administrative and compliance aspects of federal and government construction contracts. This role is critical to ensuring our eligibility, responsiveness, and success with agencies such as ORNL, Y-12, DOE, and other federal and state entities.

The ideal candidate is organized, proactive, highly detail-oriented, and comfortable navigating government systems and acronyms, while also being approachable and enjoyable to work with.

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What You'll Do

- Maintain and manage company registrations and profiles, including SAM.gov, UEI, and related compliance requirements
- Identify, track, and support government opportunities aligned with our capabilities and NAICS codes
- Assist with preparation and submission of RFQs, RFPs, bids, and supporting documentation
- Ensure compliance with federal, state, and agency-specific procurement requirements
- Support contract administration after award, including documentation, reporting, and coordination with project teams
- Serve as an internal resource for government contracting questions and processes
- Coordinate with estimators, project managers, and leadership to ensure accurate and timely submissions
- Track certifications, representations, renewals, and required updates
- Maintain organized digital and physical records of all government contracting activity



What We're Looking For

- 3+ years of experience in government or federal contracting administration, preferably in construction or engineering
- Working knowledge of SAM.gov, NAICS codes, and government procurement processes
- Familiarity with ORNL and Y-12 procurement systems and requirements strongly preferred
- High attention to detail and strong organizational skills
- Proficiency with Microsoft Office and document management systems
- Strong written and verbal communication skills
- Experience with DOE or DOD contracting environments
- Prior work with a general contractor, design-build firm, or construction management company
- Understanding of compliance requirements related to federal construction contracts
- Takes pride in getting the details right
- Is dependable, organized, and proactive
- Enjoys working with a team



Company Benefits

- Three-day weekends most weeks
- Medical, dental, and vision insurance
- 401(k) with employer matching
- Short- & long-term disability insurance
- Paid vacation & holidays
- Bi-annual profit-sharing bonuses
- Company-sponsored education & training
- Career growth opportunities

If interested in joining the J&S Construction Family, send your resume and cover letter to careers@jsconstruction.com.

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