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# Example of Administrator, Contract Job Description

Our company is searching for experienced candidates for the position of administrator, contract. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrator, contract

* Review venue insurance for potential risks or special circumstances
* Develop and update contract process, create new ways to disseminate information from field to office
* May be responsible for training new employees in contract administration and creating contract templates for training
* May work with exhibitors ensuring paperwork is completed correctly and communicate venue information/updates as needed
* Responsible for providing contract management support for all FMDC/FMO projects
* Review and resolve all DRS Disputes
* Monitor presses coming out of warranty and contract renewals
* Provides support as requested in areas of contract review, negotiation, monitoring, close-out, indirect rate adjustments, federal government audits, proposal preparation
* Owners for review and approvals
* Prepare a monthly file related to membership changes for GPOs and supports the Contract Specialists in processing the resulting changes in SAP

## Qualifications for administrator, contract

* Must have extensive knowledge and understanding of contractual verbiage
* Must have extensive knowledge and understanding of digital rights and licensing standards
* Must have knowledge and understanding of the various types of media transmissions
* Must have the ability to create queries (Access), complicated excel spreadsheets and some light macros
* Must be able to interpret complex license agreements
* Must have excellent spoken and written communication skills