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# Example of Administrator, Contract Job Description

Our innovative and growing company is looking to fill the role of administrator, contract. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrator, contract

* Verification of legal name, good standing certificate and reviewing other formation documents of customer
* This person will prepare standard documents in accordance with the credit approval
* Will be responsible for understanding how to handle titled vehicle transactions
* Will be responsible for progress payment transactions, which will include receiving approved invoices for payment and processing requests for checks and/or wires ensuring that the money disbursed is in accordance with the credit approval
* Support the clients to organize and prepare registration packages, and orchestrate the implementation
* Coordinate meetings and schedule guest speakers
* Participates in and may lead negotiating and modifying standard contracts and assists in negotiating and modifying non-standard contracts/subcontracts
* Contracts are reviewed, reconciled and submitted in a timely manner, ensuring contract accurately reflects customer data, sales credits, all products to be covered, correct versions, coverage dates, consolidations
* Handle all incoming and outgoing field questions/issues from other departments regarding customer support, hosted or SAAS contracts
* Review all project contract documentation to identify project risk and cost concerns

## Qualifications for administrator, contract

* Analyze root cause of contract data quality errors
* Past experience in working with multiple clients (internal/external) and departments
* Strong attention to contractual detail
* Microsoft Word and Microsoft Excel proficiency
* College graduate and at least two years’ experience as a contract administrator / transactional paralegal (or equivalent)
* Top academic credentials and references