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# Example of Administrator, Contract Job Description

Our company is searching for experienced candidates for the position of administrator, contract. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrator, contract

* Analyze, track, prepare and send out affiliate legal notices as they relate to TCD contractual obligations
* Analyze, track and distribute reports to support affiliate compliance
* Ensure that TCD obligations set forth in legal documents are complied with by assigned deadlines
* Responsible for processing of all non-standard affiliate agreements post-signature, from capturing non-standard contract language to scanning of the agreement in Filenet to the retention of the physical agreement
* Subject matter expert for the electronic tools and enhancements to the tool regarding the affiliate contract obligation workflows (OTM)
* Management of the Image and Retention Specialist's oversight entire Contract File Room and the electronic imaging and record retention and compliance of all TCD original, executed legal documents
* Identify new compliance needs and develop internal reports and analyses identifying offenders of certain legal and contractual provisions
* Ensure team is adhering to the data management plan (DMP) and the general records management (GRM) of the division to ensure compliance for archival and filing of legal documents & overall maintenance of all contracts in the contract file room
* Serve as Major League Baseball blackout compliance expert
* Perform quality control on electronic image placement to ensure end users ability to find correct documents via Millennium document image search

## Qualifications for administrator, contract

* SAP, Oracle, or similar ERP experience is strongly preferred
* Advanced skills in PC based applications, including Microsoft Word, Excel, Access and PowerPoint, database management skills and familiarity with credentialing software
* Bachelor’s Degree in Business Administration, a related field or equivalent experience with additional training in contract law
* 5-8 years government contract administration experience
* Advanced professional degree with 2 years minimum experience or Basic 2 or 4 year professional degree with 4 years minimum experience
* Ability to work independently and manage the day to day workflow resolving requests and issues proactively in a team environment