Downloaded from <https://www.velvetjobs.com/job-descriptions/administrator-contracts>

# Example of Administrator Contracts Job Description

Our growing company is hiring for an administrator contracts. 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 contracts

* Provide prompt response to customer expedite requests
* Open and maintain jobs for workshop including opening of jobs, preparing and releasing quotations, and assigning system P.O
* Complete pertinent data collection and reporting as required by location, including monthly reports for invoicing
* Perform PC support functions such as graphs, spread sheets, and order confirmations
* Handle Accounts payable issues from Maximo to Aurora
* Create, receive, and amend PO to complete/close
* Complete/close work orders monthly
* Act as weekly meeting minutes keeper
* Manage the workflow of preparing contracts, agreements and other legal documents in accordance with established SLAs, requirements, guidelines and standards
* Demonstrates understanding of the process, effectively communicates procedures and database functions to ensure efficient and effective production of work products

## Qualifications for administrator contracts

* Solid familiarity of the Federal Acquisition Regulation (FAR)
* Good level of proficiency in business computer applications including strong Excel skills
* Creation and data manipulation using reporting and database
* Establish and maintain relationships within the business lines, contract managers, legal and sales groups to effectively understand needs and capabilities, and to effectively and efficiently complete document requests
* Typically requires a bachelor's degree in business administration with an emphasis in contract administration or a related discipline, along with ten or more years of progressive professional experience in contract administration
* The ability to provide a thorough first line review and negotiation of non-disclosure and teaming agreements