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# Example of Associate Administrator Job Description

Our innovative and growing company is looking for an associate administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate administrator

* Reviews solicitation and determines necessary components
* Organizes proposal, renewal and resubmission applications
* Completes NU OSR forms
* Completes entire application for smaller, less-complicated, simple, standard proposals
* Review, understand, and communicate requirements for jurisdictional (business) licenses, State Contractor Licenses, and Professional Engineering/Architecture licenses with internal stakeholders
* Process and submit license applications/renewals, including routing applications for signature/approval, and processing payment requests
* Prepare correspondence (as required) for jurisdictional licensing entities
* Maintain licensing records, and keeping the licensing database up to date
* Supporting Contract Administration activities, including but not limited to, Contract Closeouts, Job Openings, and New Task Orders
* Support P-Card Administrator on setting up Cardholders and approvers, and conducting P-Card compliance audit reviews as required

## Qualifications for associate administrator

* Collaboration in a team environment
* Knowledge of configuration management technologies (Chef) is highly desirable
* Self-directed, Self-starter and independent problem solver
* Skill in creating and maintaining meaningful documentation
* Must have a general knowledge of indexes, High Availability (HA) and Disaster Recovery (DR) options for MS SQL Server
* A bachelor's degree or 2 years financial or administrative support experience