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# Example of Contract Administration Job Description

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

## Responsibilities for contract administration

* Ensure above-the-line payroll start paperwork is received, complete​ and accurate
* Assist in research​ing​, develop​ing​ and test​ing​ new technologies that provide the next generation of ​contract administration and ​production finance tools and determine how and when to best incorporate into the production accounting workflow
* Provision of administration support to the office
* Monthly invoicing and basic accounting functions
* Assisting with the preparation of submissions, reports and contract documentation
* Maintaining and monitoring existing office procedures
* Assisting in the coordination of travel arrangements for office staff
* Performing general administration duties to assist the office staff
* Timesheet processing
* Assisting with the onboarding of new starters​

## Qualifications for contract administration

* 2 years minimum of Contract Administration experience or within a Distribution support role, preferably at a Film/TV studio
* Knowledge of rights tracking systems, FilmTrack preferred
* Ability to interpret distribution license agreements
* SAP master data understanding, handling master data requirements including customer master, pricing, material master – sales view, is desired
* Paralegal Certificate or equivalent Contract Team Management work experience
* Finance and legal issues experience