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# Example of Contract Administration Job Description

Our company is looking for a contract administration. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contract administration

* Strong administration and organisational skills with the ability to multi-task
* Knowledge and understanding of accounting/finance procedures
* Intermediate skills in Adobe Creative Suite an advantage​
* College degree in business from a well-known university is preferred
* Monitor and execute day-to-day workflow activities and control reports, managing medium to complex exception handling activities
* Work collaboratively with project groups, Information Technology and cross functional teams as a Subject Matter Expert (SME)
* Exercise independent judgment to investigate workflow discrepancies and take necessary actions to resolve, including working with other internal functional teams as needed
* Works with manager and team members to develop and implement team level plans addressing communication, leadership, technical skills training, and increasing industry knowledge
* Monitoring progress in relation to scheduling and critical path analysis
* Preparation or participation in the preparation of key writings documents for contracts

## Qualifications for contract administration

* Understanding of contracts and negotiations
* Associate degree in business administration or equivalent work experience
* Type of work experience required – business, contract or sales related experience
* Exhibit a solid understanding of contracting principles, practices, rules, regulations and procedures of government/defense, including the laws and regulations governing federal, commercial and international business transactions, , federal acquisition regulations (FAR), the sale of commercial items in the federal market, applicable export regulations (ITAR/EAR)
* Proficiency with computer systems and Microsoft related software including Microsoft Project and data manipulation skills
* Responsible for having a solid understanding of your contract requirements and managing these requirements in accordance with applicable Directives and procedures to meet Program goals