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# Example of Contract Administration Job Description

Our growing company is looking for a contract administration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for contract administration

* You will ensure effective control of your own workflow to ensure all transactions are processed in line with cut-off times and all cash transactions are book kept and reconciled accurately in a timely fashion
* When required, you review and monitor the Cash Administration inbox and payment’s database ensuring that all payment requests and queries received are reviewed, fully authorised and with valid information
* Communication and training will be undertaken regularly with Private Client Fiduciary Services
* You will meet with managers and supervisors regularly to review errors and queries and close gaps in training
* You will reduce risks by adhering to established departmental standards, policies and procedures at all times
* Interface with suppliers to resolve contract pricing discrepancies the final verification of contract pricing
* Organize and maintain records
* Procurement of stationary and other office supplies
* Assist in Asset Management (Purchase, disposal)
* Coordinates and schedules events, conferences, meetings, travel, conference rooms, lunch etc

## Qualifications for contract administration

* Capable of guiding your team through contractual matters using your contracting experience and established processes
* Knowledge of the Federal Acquisition Regulation (FAR) and its agency supplements
* Develop goals, objectives and standards for a work unit
* Write policies and procedures, prepare complex reports and recommendations
* Must have excellent oral and written communication skills to interact effectively with individuals of significant importance representing outside organizations and/or within the company
* Ability to work well under constantly changing deadlines and priorities and within a team environment