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# Example of Contracts Administrator Job Description

Our company is searching for experienced candidates for the position of contracts administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts administrator

* Maintain the database for nominated supplier contracts including meeting minutes, deliverables, OH&S, non-conformances
* Develops and conducts training to the Contracts and Procurement staff other functions across the company
* Assist in the optimization and implementation of contract processes and standards
* Review and gather information
* Train users on the process, procedures and database functions to ensure efficient and effective production of work products
* Escalate issues or procedural violations to management as needed
* Organize, maintain and electronically track all contracts and related documents in system of record
* Maintain agreement templates library in SharePoint or other library of record
* Perform closing activities as needed
* Prepare Project Manual Volume 1A, bidding scopes, bid forms, addenda and associated documents

## Qualifications for contracts administrator

* Proficiency with standard Microsoft office software, Word and Excel
* Very strong oral and written communication skills, including the ability to communicate professionally, effectively and persuasively both orally and in writing to diverse individuals and groups inside and outside of the organization
* Must be familiar with GAAP (Generally Accepted Accounting Principles) and SOX (Sarbanes-Oxley)
* Computer literacy, specifically Microsoft Office Suite
* Ideal candidate with hands on experience in Industrial domain would be an advantage
* The incumbent shall at all times use personal initiative to plan ahead and appropriately forecast where possible, to prevent potential problems from arising