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# Example of Manager, Contract Administration Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager, contract administration. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, contract administration

* Develops new procedures to improve the accuracy and efficiency of the department
* Assists team members in managing problem resolutions
* Provides guidance in addressing issues in the most efficient manner
* Develops methods to improve communication through departmental meetings
* Work closely with other supervisors to meet or exceed service levels
* Consults with other supervisors to establish work flow changes to meet dept needs
* Resolves issues with Trust Accounting on reconciliation of client accounts
* Interact with and contribute to the success of other departments such as DR, CRC & Product Support
* Strengthen knowledge of industry databases (iFast, AWD, OOD)
* Manages high volumes of work and escalates issues regarding service levels

## Qualifications for manager, contract administration

* Experience with Model N revenue management or similar system
* Experience analyzing large data sets or financial analysis are required
* 2 years’ experience in the construction industry in the contract administration on managerial position
* Practical knowledge of the standards and regulations in the design and contracting construction, FIDIC contract conditions, construction law and public procurement law
* Extensive experience and knowledge of the railway market in Poland
* Experience in working with PKP PLK