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# Example of Senior Contracts Administrator Job Description

Our innovative and growing company is looking for a senior contracts administrator. 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 senior contracts administrator

* Ensures that contract billings and payments are submitted and received in a timely manner
* Ensures contract compliance in accordance with internal controls contractual requirements
* Other responsibilities and duties as assigned by the Director of Contracts
* Support Proposals
* Proactively provide support to the development, review, and negotiation of contracts, modifications, prime contractor NDA, teaming agreements, and subcontracts consistent with company policies
* Review Federal solicitations, requests for information and proposals
* Identify business risks, document findings, and provide recommendations for a solution
* Interpret key terms and conditions of assigned contracts that would affect performance or compliance, with the ability to convey information to the appropriate stakeholders
* Prepare standard contract writings (e.g., technical/price assumptions, certifications & representations) for inclusion into proposal offers
* Interpret requests and questions from Federal customers post proposal submission and provide input

## Qualifications for senior contracts administrator

* Knowledge of various computer programs required
* Minimum 5 - 7 years’ experience (non-degreed) or 2 - 4 years’ experience (degreed) contracting, paralegal, or professional experience in law firm or corporate legal department setting
* Possesses and practically applies broad and advanced knowledge skills/abilities and understanding of disciplines within business application, including analytical and drafting skills
* High volume or complex work is completed in a timely and thorough manner with minimal rework
* Developed ability to show discretion and maintain confidentiality
* Works under minimal supervision and instruction of management