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# Example of Senior Contracts Administrator Job Description

Our company is growing rapidly and is hiring for a senior contracts administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior contracts administrator

* Construction - Ensure the timely receipt, processing and payment of invoices, variations
* Leads the development of negotiation strategies for project large complex and team subcontracts and assists, where appropriate, in the contract negotiations with subcontractors
* May conduct strategic pricing planning, lead cost proposal development and participate in technical proposal preparation in compliance with the any Federal Estimating System Manual requirements (where applicable), RFP requirements and other firm policies and procedures
* Reviews and negotiates terms and conditions of all contracts and Non-Disclosure, Teaming, Joint Venture, and Memorandum of Understanding Agreements
* Prepares and disseminate information throughout the company regarding contract status, compliance, modification, deviation, negotiation, and termination
* Maintains an awareness of regulatory changes and possible impact on current/future solicitations and current contracts
* Develops and implements processes and procedures for contract management and administration in compliance with federal regulations and company policies
* Participates in the selection, development, and training of Contracts and Procurement staff
* Enters intercompany contracts into SAP
* Updates contract data as required

## Qualifications for senior contracts administrator

* Makes recommendations with moderate financial impact
* Certified Federal Contracts Management (CFCM), Certified Professional Contracts Manager (CPCM) designations preferred, but not required
* Effective communication skills both written and oral with both internal and external contacts
* Computer literate in Microsoft Office Suite of programs such as Word, Excel, Access and Power Point, HTE, Adobe Acrobat Professional, procurement card software, and other electronic document management systems
* Must possess strong leadership and interpersonal skills, be very details orientated, and have strong organizational and time management skills
* For the Government Business Unit, must be a U.S. Citizen and qualify for a secret clearance