Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-contracts-administrator>

# Example of Senior Contracts Administrator Job Description

Our growing company is hiring 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

* Uploads the PO/ICWAD documents to SAP
* Works with Contract Administrators and Accounts Receivable to resolve any intercompany billing issues
* Advises management of any intercompany contract issues that may impact the month-end close
* Supports the GEM team with changes impacting the intercompany process and with data conversion of non-SAP companies and new acquisitions
* Assists with the entry of Service Deliveries in SAP
* Provides backup support to the Shipping Documentation Analyst as required
* Ensures compliance with departmental and company-wide contract policies and procedures so that work performed meets legal, regulatory and contractual and company requirements
* Establishes and maintains efficient contract correspondence logs and contracts files
* Pre- and post-award contract support for prime and subcontract agreements - Review solicitations for contractual risks and pricing requirements
* Proposal development - Work with Business Development, Pricing, technical staff and CTO in development develop of business proposals

## Qualifications for senior contracts administrator

* Experience with controlling and administering day–to–day functions of job responsibilities, including outstanding internal and external client service and interpersonal expertise
* Experience with reviewing RFQ or RFP opportunities, responding accordingly and timely to submission proposals, and reviewing non–disclosure and teaming agreements and contractual document terms and conditions
* Experience with customer relationship development and management expertise for internal and external customers
* Experience with Microsoft Office and system delivery contracts
* Experience with a not-for-profit
* Experience with client relationship development and management expertise for internal and external clients