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

# Example of Senior Office Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior office administrator. 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 senior office administrator

* Draft, negotiate, and administer contracts, subcontracts, grants and private sector support requests from the proposal phase through close-out
* Review RFPs/RFAs to identify potential compliance issues that may affect the opportunity
* Support effective award implementation by providing guidance, and interpreting terms and conditions
* Advise on award implementation issues that have contractual or business-related implications, providing options and recommendations to successfully mitigate risk and resolve issues
* Perform independently and assume full responsibility for a portfolio of awards
* Work with a significant warrant/delegation of authority to sign contracts, grants, and subcontracts
* Develop templates, guidance documents, and other compliance tools
* Prepare for and attend management-level meetings, and contribute to interdepartmental policy, SOP and process improvement initiatives
* Complete office/administrative assignments including but not limited to disbursement of company funds through accounting system, Capital and O&M project documentation, and preparation/processing of contract documents, and warehouse inventory tasks
* Participates as a team player at the district level, area level, and within the FOA team

## Qualifications for senior office administrator

* Work week is typically 6 days per week with a minimum of 10 hours per day
* Up to 2 years of professional experience in financial institution (trade support related will be an asset)
* This posting is for 2 open positions in the team
* Experience with contracts and other external funding vehicles preferred
* Experience with the use of Community of Science/Pivot funding opportunities and expertise databases, the National Science Foundation’s FastLane database, Grants.gov, or other federal government electronic systems preferred
* Active TS//SCI with CI Poly security clearance is required to be considered for the opportunity