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# Example of Subcontract Administrator, Senior Job Description

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

## Responsibilities for subcontract administrator, senior

* Provide strategic teaming support during capture and proposal activities, develop and implement contract/subcontract management plans for new business acquisition
* Understand and enforce the policies and guidelines regarding the ethical conduct of purchasing activities
* Coordinate and process procurements necessary to support all VSE activities in accordance with the Commercial Purchasing System Manual (CPSM)
* Prepare, as needed, and maintain vendor data base, subcontract files, reports, Track purchase requisitions in Procurement Action Log
* Review subcontractor insurance certificates for compliance with subcontract provisions and maintain, track, and request insurance certificates updates
* Provide guidance and training on procurement policy and procedure
* Collaborate with Procurement management and members of project team to oversee subcontracting/purchasing activities
* Provide input toward the development and implementation of purchasing and subcontract management instructions, policies and procedures
* Provide input for regular project activity reports
* Develop material and product sources

## Qualifications for subcontract administrator, senior

* Perform advanced areas of work in the Subcontracts field
* Possess advanced skills to resolve complex problems not covered by existing procedures or practices independently
* Display a high level of critical thinking to bring successful resolution to high-impact, complex and/or cross functional problems
* Bachelors Degree in business-related field required or equivalent years of experience
* Demonstrated capability to take on additional responsibility and increasingly challenging tasks
* Initiative to seek guidance or new tasks as time allows