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

# Example of Subcontract Administrator, Senior Job Description

Our company is growing rapidly and is hiring for a subcontract administrator, senior. 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 subcontract administrator, senior

* May determine methods and procedures to be used on non-routine assignments and provide guidance to other personnel
* Represent Procurement in interactions with senior management on a variety of subcontracting matters to solve procedural or process related issues associated with the Program Start Up phase of a new award
* Candidate must be experienced in the preparation and negotiation of nondisclosure agreements and teaming agreements
* Prepares requests for quotes/proposals
* Performs cost or price analyses on procurements/subcontracts of moderate value, risk and complexity
* Responsible for all aspects of subcontract formation and administration
* Evaluates requirements and prepares RFQ/RFP’s including assignation correct prime contract flow-down provisions
* Evaluates subcontractor proposals including analyzing exceptions to terms, performing risk assessments and cost or price analysis as necessary
* Develops negotiation strategy and negotiates and awards subcontracts
* Produces and maintains all subcontract records

## Qualifications for subcontract administrator, senior

* Award subcontracts administration in the civil market, including teaming strategy, proposal reviews, and negotiations in a dynamic business environment and work as part of a team while being flexible to provide surge support on other accounts
* Ability to create cost and price analysis justifications to support subcontract awards
* Ability to provide market research to support source selection of subcontract awards
* Ability to adapt to and be a positive agent for change
* Organizational and workflow skills and required
* Accredited four (4) year degree or global equivalent in applicable field of study and five (5) years of work-related experience or a combination of education and directly related experience equal to nine (9) years if non-degreed