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# Example of Subcontract Administrator, Senior Job Description

Our growing company is hiring 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

* Monitors performance of subcontractors, negotiates changes and performs closeout on subcontracts in accordance with company procedures
* Prepares and negotiates other agreements when requested
* Assists in updating department policies and procedures and contractual documents, including research of current regulations and laws
* Performs close-out activities
* Preparation of standard project subcontract documents including formal solicitations, subcontracts for major systems and Process equipment, and major services
* Pre-qualification of subcontractors and suppliers
* Support the MOX Services Process Equipment Subcontract Manager in conducting out-reach programs to advise subcontractors, small businesses, small disadvantaged businesses, and women-owned small businesses of the opportunities available through the MOX Project
* Work independently with good problem solving skills, while keeping Business Unit (BU) procurement management updated on the status of their assigned activities
* Member of the proposal process involving Request for Proposal
* Will be required to analyze proposals for all areas of compliance (cost/schedule/T&C/technical/etc.) and will lead supplier negotiations leading to subcontract definitization

## Qualifications for subcontract administrator, senior

* Intermediate computer and software skills to include the use of word processing and email the intermediate use of spreadsheets and electronic presentations
* FAR expertise
* Ability to work with a variety of procurement actions within a prescribed dollar threshold
* Trustworthy and confidential—able to maintain highly confidential information
* Bachelor's Degree in Business Administration or a related field and 8 years of experience in subcontracting and related functions with particular emphasis on negotiation and contract administration
* Previous experience using Cost Point Deltek is a plus