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

# Example of Subcontract Administrator Job Description

Our innovative and growing company is searching for experienced candidates for the position of subcontract administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for subcontract administrator

* Reviews, drafts as necessary, and may participate in the negotiation of non-disclosure and teaming agreements
* Ensure the management of subcontract file(s), including preparation and control of all modifications and correspondence
* Evaluate complex terms and conditions and issue FFP, T&M and Cost Plus type subcontracts
* Minimum 6-10 years of experience in subcontract management
* NCMA member
* Must be proficient with MS Office, Lotus Notes and Material Management software
* Draft, negotiate and manage contracts for construction, services and materials
* Ensure compliance with insurance and bonding requirements
* Ensures that terms and conditions will be appropriate
* Administer and manage change orders ensuring legal and contractual compliance

## Qualifications for subcontract administrator

* Basic knowledge of different contract types
* Microsoft Word and Excel is required (formulas), SharePoint
* Must possess strong computer skills relating to data analysis and document preparation
* Active, fully adjudicated TS clearance preferred
* Previous experience in the IC sector is preferred
* Must have experience in cost type fixed price subcontracting