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# Example of Subcontract Administrator Job Description

Our innovative and growing company is looking for a subcontract administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for subcontract administrator

* Maintains accurate tracking records tailored to the assigned subcontracts
* Assure invoices and payments are accurate and processed on time
* Review correspondence to assure compliance with subcontract, and obligations/ requirements
* Ensures retention of hard copy of reports and claims for seven years
* Coordinate and perform contract close-out actions, maintain a close working relationship with Project Manager
* Serves as liaison between subcontractor and project manager
* Preparing and executing a mixed portfolio of subcontracts
* Understanding the buyer and seller’s roles to establish mutually successful business arrangements
* Specifying solicitations and bid packages
* Evaluating proposals and negotiating prices/terms

## Qualifications for subcontract administrator

* Must have knowledge of cost reimbursement subcontracting fixed price and T&M subcontract types
* A DoD Security Clearance is desirable
* Must be able to obtain PublicTrust Designation
* Must have a basic understanding of acquisition principles, theories and concepts
* Award phases
* Bachelor's degree with 3 years of subcontract and/or supply chain experience