



Example of Administrator Contracts Job Description

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Our company is looking for an administrator contracts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for administrator contracts

- Support key Stakeholders in the day-to-day conduct of business
 - Review proposals/bids to ensure the Division's interests (such as Intellectual Property) are adequately protected, and company policies are adhered to
 - Review, process, acknowledge Contracts/Purchase Orders, including compliance to quoted efforts
 - Execute contractual instruments in the name of the corporation within the constraints as delegated by the Contract Manager
 - Perform effective contract administration in order to ensure contract fulfillment in accordance with company policy, legal requirements, and the negotiated terms and conditions
 - Conduct meetings to provide customer and company management and personnel with current status and ensure understanding of contractual commitments
 - Maintain awareness of profitability of programs and make recommendations to responsible functions for improving profitability where warranted
 - Will be the primary contact with assigned contracts on all contractual matters
 - Creating and updating team dashboards for each placement team that the Administrator is working
 - Administration of U.S. Government contracts from cradle to grave based upon a thorough knowledge of contracting procedures, acquisition principles, regulations, and guidelines applicable to Federal Government agencies
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- Examines estimates of material, equipment services, production costs
- Bachelors Degree in business related field and 4 years relevant experience or Bachelors Degree in any field and 6 years of relevant experience
- Detail oriented and able to work within a customer oriented environment and provide quality service
- Ability to make sound, well-informed, and objective recommendations
- Degree in business administration, finance, or related field or equivalent 5-7 years on the job experience in contract administration, contracts management and/or procurement maybe considered
- Highly effective interpersonal skills, including the ability to initiate, establish and maintain effective working relationships with individuals at all levels inside and outside of the company