



Example of Associate Administrator Job Description

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Our innovative and growing company is looking for an associate administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for associate administrator

- Reviews solicitation and determines necessary components
- Organizes proposal, renewal and resubmission applications
- Completes NU OSR forms
- Completes entire application for smaller, less-complicated, simple, standard proposals
- Review, understand, and communicate requirements for jurisdictional (business) licenses, State Contractor Licenses, and Professional Engineering/Architecture licenses with internal stakeholders
- Process and submit license applications/renewals, including routing applications for signature/approval, and processing payment requests
- Prepare correspondence (as required) for jurisdictional licensing entities
- Maintain licensing records, and keeping the licensing database up to date
- Supporting Contract Administration activities, including but not limited to, Contract Closeouts, Job Openings, and New Task Orders
- Support P-Card Administrator on setting up Cardholders and approvers, and conducting P-Card compliance audit reviews as required

Qualifications for associate administrator

- Collaboration in a team environment
- Knowledge of configuration management technologies (Chef) is highly desirable
- Self-directed, Self-starter and independent problem solver

- Must have a general knowledge of indexes, High Availability (HA) and Disaster Recovery (DR) options for MS SQL Server
- A bachelor's degree or 2 years financial or administrative support experience