

Example of Commercial Administrator Job Description

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Our growing company is looking for a commercial 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 commercial administrator

- Be able to adapt positively to changing business and customer demands
- Show excellent numeracy, administrative and organisational skills
- Preparing bids, terms and conditions, exhibits, and annexes
- Advising management of contractual rights and obligations
- Administering, extending, negotiating and terminating standard and nonstandard contracts
- Conducting proposal preparations, contract negotiations and strategies to provide for proper contract acquisition in accordance with company policies, legal requirements, and customer specifications
- Examining estimates of material, equipment services, production costs, performance requirements, subcontracts, and delivery schedules to ensure accuracy and completeness
- Compiling and analyzing data, report status to leadership, and maintains historical information
- Administer and manage the time recording system
- Analyse sub-contractor weekly and monthly applications for payment

Qualifications for commercial administrator

- Working knowledge of Commercial loan documentation, lending policies and procedures
- Working knowledge of loan documentation, lending policies and procedures

- Bachelor's Degree and 10 years' experience working with contract management OR
- Master's Degree and 8 years' experience working with contract management
- Demonstrated ability writing and negotiating commercial contract Terms and Conditions and structuring commercial contracts
- Experience working with commercial aerospace contracts, especially internationally