



# Example of Contract Admin Job Description

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Our company is searching for experienced candidates for the position of contract admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contract admin

- Track and monitor all Bid requests
- Aid in the compilation and monitoring of Customer Contract Database, inputs customer information and profile, modifications to contracts and customer status
- Research and provide comparative information to management on accommodations (hotels and apartments) for new and current travel destinations
- Administer posting process for travel opportunities
- Establish and maintain data base of employee personnel data pertinent to travel, incl
- Monitor passport, visa and work permit expiry dates
- Assist travelling employees and foreign recruits in obtaining health insurance
- Calculate travel per diem requests as required and provide to Finance
- Provide billing information and documentation
- Participate in travel-related employee meetings as required

## Qualifications for contract admin

- Minimum 5 years experience in television syndication highly desired
- Minimum 1 year of working experience of credit admin and collateral monitoring within a Private Bank or Wealth Management environment
- Knowledge of credit documentations

- Basic knowledge of IT products