



Example of Contract Admin Job Description

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

Responsibilities for contract admin

- Ensuring the correctness of contracts in accordance with business confirmation details of counterparty
- In depth understanding of counterparty contracts and commodity categories within the assigned portfolio
- Ensuring that timelines and targets are met thereby maintaining high efficiency level
- Work as efficient team player and demonstrate team-work in form of sharing work load of other team members
- Highlighting the perceived risks & trade inaccuracies etc to all stake holder departments & senior management and to ensure their successful mitigation
- Timely filing of contracts, amendments, communications etc in PLUTO (in-house database management software)
- Providing value added analysis of contract terms and conditions, identifying risks mitigation alternatives
- Research and make recommendations on proposal and contract language
- Develop and oversee legal documents Contracting Officer Final Decision Documents, Letters of Concern, Cure Notices, Show Cause Notices, Rule 4 files, and other correspondence documents
- Prepare Federal Business Opportunities (Fedbizopps) announcements for issuance by the Contracting Officer

Qualifications for contract admin

- Well-organized, pro-active and have a good working attitude

- Must be able to commit for a 3-months period from Jul – Sep 2015 on a full-time basis
- Leader team player
- Prepare offer documents (letters, non-competes, relocation agreements)
- Coordinate and scheduling interviews, book conference rooms, set up video conferencing, conference calls