



# Example of Contract Admin Job Description

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Our company is growing rapidly and is looking for a contract admin. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for contract admin

- Develop and maintain databases to track contract status and to provide a management information system
- Prepare contractual documentation for contract modifications to include option exercise and administrative and technical changes
- Follow-up on contract issues and provide recommendations and status to the Contracting Officer
- Prepare contracts for close-out
- Conduct periodic visits to the site
- Prepare all types of acquisition documents for approval
- Participate in Government meetings
- Provide advice, recommendations, research, and analysis
- To provide administrative support
- Business visas applications for travellers

## Qualifications for contract admin

- Familiarity with Microsoft Word/Excel/Powerpoint and ability to learn new software required
- Candidate should be a team player with common sense
- Previous experience in Contract Administration/Distribution preferred, but not required
- Minimum 4 years of working experience in similar capacity preferably from construction/consulting industry

- Experience in ISO9001 compliance is added advantage