



Example of Contract Admin Job Description

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Our innovative and growing company is looking for a 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

- Organise meeting (Includes group lunch and dinner)
- Handle incoming and outgoing correspondences & calls
- Maintain an efficient filing system
- Maintain office pantries and supplies
- Prepare report from time to time as required by the management
- Prepare name cards for printing
- Use Sage Accounting Software and ServiceMax software to process new service contract bookings and repair jobs
- Liaise with sales team and Material Control Admin to ensure parts are ordered for repair jobs
- Liaise with sales team and legal team as necessary with regard to customer contracts
- Manage, adjust and amend service contracts & schedules in ServiceMax software

Qualifications for contract admin

- Competency in both written and spoke in English
- A recognized Diploma in any field of study
- Conversion of various documents (word, excel, instruction, memo, governance, .) to the correct Chorus 2.0 templates
- Tracking of Standards

