



# Example of Contract Admin Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is hiring for a contract admin. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for contract admin

- Assemble and relay new customer documents as needed
- Assemble and relay new subcontractor documents as needed
- Dispatch ORR technicians and subcontractors to booked jobs
- Develops standard review and communication process for customer pricing reviews
- Manages customer pricing reviews
- Greeting visitors and directing them to the right person
- Owning & maintaining the reception, conference rooms, bar & kitchen area in East Castle, setting best practices guidelines, and ensuring they are adhered to
- Checking and receiving courier parcels and other incoming packages
- Sorting and distributing incoming mail, franking outgoing mail
- Ordering supplies, including stationery, business cards and headed paper as necessary

## Qualifications for contract admin

- Experience in drafting/reviewing commercial contracts shall be preferred
- Sound knowledge in application of boilerplate clauses like Assignability, Force Majeure, Severability, limitations of liability, events of default/termination
- Good understanding of commercial clauses like Commodity Pricing, Quantity

- Knowledge of functioning of Trade Finance, Operations, Claims, Deals desk etc in a commodity trading environment shall be preferred but not mandatory
- A degree in commerce, law, engineering and/or marine shipping experience shall be preferable
- Willingness to work in flexible time zones (APAC / EMEA /WHEM coverage)