



Example of Contracts Administrator Job Description

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Our growing company is hiring for a contracts administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for contracts administrator

- Compiles and analyzes data and maintains historical information
- Responsible for oversight and administration of contracts issued by
- Prioritize multiple tasks with competing deadlines and resource constraints
- Foster collaborative atmosphere of cooperation and team work, build effective relationships with all stakeholders
- Interpret legal and financial terms and conditions, identify non-standard changes and propose modification based on guidance established by Finance and Legal
- Organize and maintain accurate contract records and related data in secure environments utilizing various automated and manual processes and systems
- Review solicitations
- Identifying and managing site and state-specific requirements necessary for students to begin placement
- Ensure that customer contract eligibility is administered accurately through the contract system in accordance with customer's supply agreement
- Draft, review, and conduct negotiations based upon the strategic objectives of the Division including but not limited to terms and conditions, Proprietary Information/Nondisclosure Agreements, Teaming Agreements, Subcontracts, modifications, and final closeout / releases

Qualifications for contracts administrator

- Experience with Microsoft Access and MS Project would be a plus
- Must be a team player within the contracts team, cross-functionally with other

- Prior experience in the preparation, negotiation, and monitoring of federal contracts and proposals, but importantly have the aptitude to juggle competing priorities when needed
- Ability to compose, write, edit, and proofread a variety of internal and external business correspondence, contracts, proposals, and management reports is essential
- BA/BS in business or a related field and 2-4 years progressively responsible work experience administering federal contracts (relevant work experience may be considered in lieu of a BA/BS)
- Existing working knowledge of Federal Acquisition Regulation and other bodies of law affecting government contracts highly preferred