



Example of Grants & Contracts Administrator Job Description

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Our company is looking to fill the role of grants & contracts administrator. 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 grants & contracts administrator

- Develops and maintains systematic processes for monitoring relevant external funding and publications opportunities
- Conducts literature reviews and targeted research to inform specific program/proposal components
- Ensures compliance with IRB and other legal/regulatory requirements
- Works closely with project teams and facilitates progress toward timely completion of deliverables
- Produces progress reports
- Assists with development of publications in peer-reviewed journals and industry reports
- Develops on-line resource library, including references, proposal boilerplate, key internal and external contacts
- Contributes to the development, writing and submission of project documents and proposals
- Oversees the successful implementation of research initiative components
- Works with the study team to meet participant recruitment and retention goals

Qualifications for grants & contracts administrator

- At least three years of grant and contract research experience is required

- Ability to gather, interpret, and analyze resource data in order to make recommendations
- Must possess a high degree of initiative and resourcefulness
- Ability to manage multiple tasks simultaneously, to work well under time constraints, and meet deadlines, prioritize and exercise good judgement