



## Contract Administrator

### Job Description

The **Contract Administrator** will manage contractual matters related to customer and other third-party transactions and relationships, and the related processes in a customer relationship management (CRM) system. This position will also provide administrative support for Business Administration and Business Development.

### Essential Functions

#### Contract Management

- Manage and review purchase orders, contracts, and other legal documents.
- Serve as a liaison between internal and external parties during contract development and negotiation stages.
- Recognized and analyze potential risks that contract terms and any changes to those terms might pose to the company.

#### Other Administrative Functions

- Process sales transactions from receipt of purchase orders to authorization for delivery of software and services.
- Provide administrative support to other departments, as needed.
- Serve as backup for Accounts Payable and Receivable functions.
- Work independently and within a team on special nonrecurring and ongoing projects.

### Competencies

- Basic understanding of Contract Law and business systems
- Proficiency with Microsoft® Office® products (familiarity with Microsoft CRM® and/or Project® (PWA) a plus)
- Personal effectiveness/credibility/integrity
- Excellent analytical and time management skills
- Willingness to work on a variety of tasks
- Ability to manage multiple tasks/projects of varying complexity and urgency
- Collaboration skills
- Organizational skills
- Attention to detail
- Experience creating, editing and maintaining electronic and written communication

### Required Education and Experience

Bachelor's degree in Business Administration or related field

### Preferred Qualifications

Prior experience working with and managing contracts

**This position reports directly to the Manager of Administrative Services.**