

ROLES IN PROCUREMENT

# Contract Administrator

ROLES + RESPONSIBILITIES + KEY COMPETENCIES



INTRODUCTION

# CONTRACT ADMINISTRATOR

## About the Role

Contract Administrators are in charge of preparing, negotiating, and reviewing company contracts. These include sales, purchases, and business partnerships. They ensure that legal requirements are observed, potential risks are analyzed, and records are maintained and organized.

**Procurement Role Family:**

Advisor

**Salary Range**

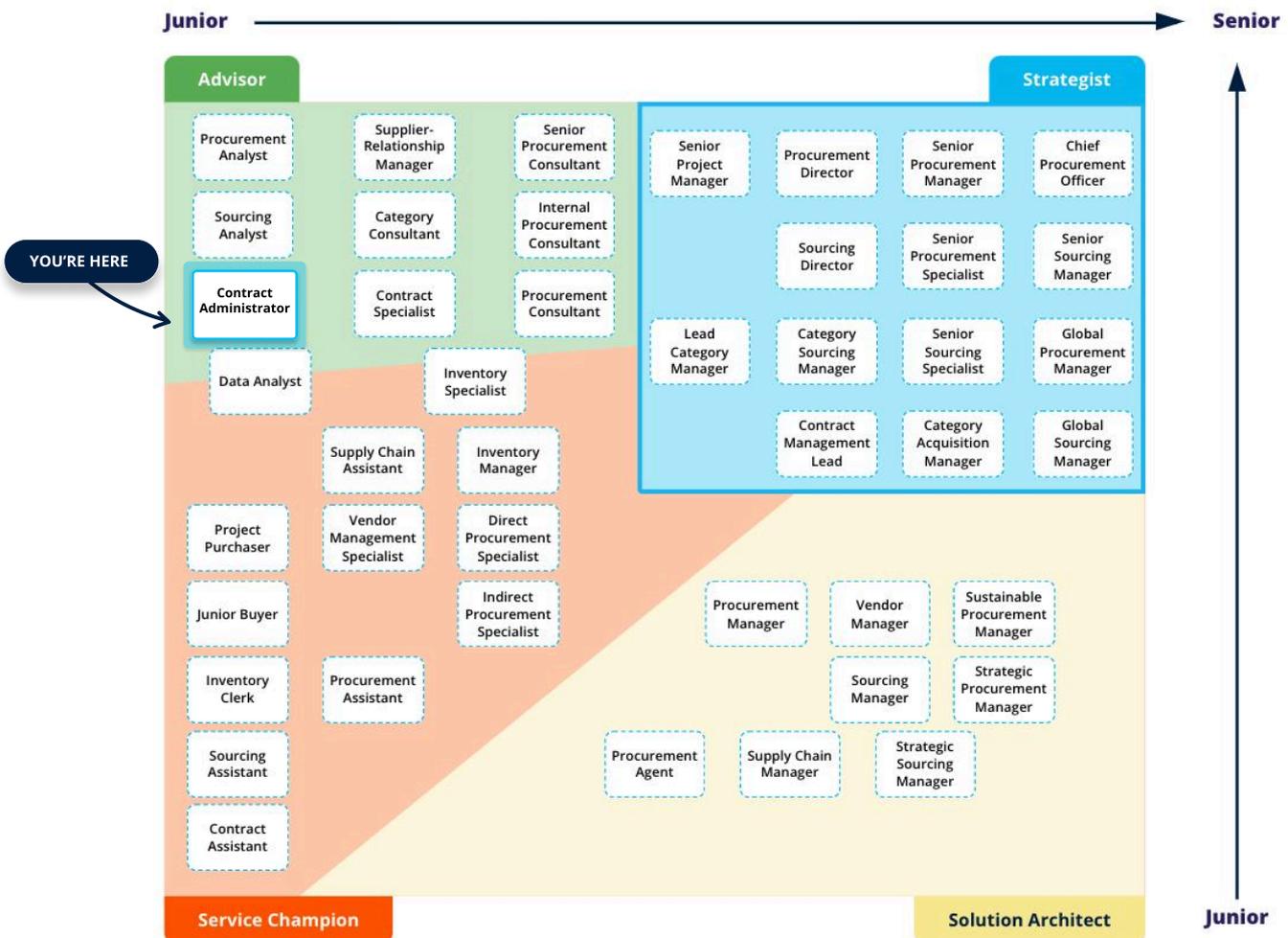
\$47,355 - \$106,219/year with an average of \$70,923/year

**Work Experience**

Proven work experience as a Contract Administrator, Contract Manager, or relevant role

## Procurement Roles Overview

View the full career map [here](#)



## REQUIREMENTS + RESPONSIBILITIES

## DRIVING PROCUREMENT SUCCESS

A Contract Administrator ensures contracts comply with legal standards and support business objectives by managing negotiations, reviews, and risk analysis.

 KEY RESPONSIBILITIES

- Engage in contract negotiations with both internal and external business partners
- Evaluate and update current contracts
- Create and prepare sales and purchase contracts

 SKILLS & COMPETENCIES Negotiation Ability to execute and negotiate contracts Communication Knowledge of contract law Contract management Project management Problem-solving Accounting Collaboration Organizational skills Business administration Researching and resolving contract issues Excellent written communication skills Attention to detail Contract documents Ability to work independently Monitoring and upholding contracts Analytical skills Issuing contract variations Analytic reasoning Compliance Preparing contracts Contract administration

## MORE DETAILS &amp; RESOURCES

## JOB DESCRIPTION TEMPLATE

Create a clear and comprehensive job description with this template, outlining key responsibilities, required qualifications, and essential skills needed for the role. Perfect for ensuring alignment with organizational goals and attracting the right talent.



**JOB TITLE :** Contract Administrator  
**LOCATION :** [Insert Location]  
**REPORTS TO :** [Insert name and title of supervisor]

A contract administrator ensures that all company contracts comply with legal requirements and effectively support the company's objectives. They are responsible for preparing, negotiating, and reviewing contracts, ensuring compliance, and analyzing potential risks.

#### KEY RESPONSIBILITIES

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- Prepare contracts for sales and purchases.
- Negotiate contract terms with both internal and external business partners.
- Review and revise existing contracts.
- Clarify terms and conditions to managers and other parties involved.
- Ensure employee understanding and adherence to company contracts.
- Analyze risks associated with contract terms.
- Stay informed about legislative changes and collaborate with the legal department when necessary.
- Ensure compliance with all contract deadlines and conditions, such as payments and deliveries.
- Maintain a well-organized system of both physical and digital contract records.
- Develop language standards for new and existing contracts.

#### KPIs FOR THIS ROLE

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- **Number of contracts:** The total count of both active and inactive contracts across the organization.
- **Contract value:** The monetary value of a contract throughout its lifecycle.
- **Contract renewal rate:** The count of contract renewals within a specific period.
- **Contract risks:** Anticipated challenges, like non-compliance and terminations, arise from contract terms.

[CONTINUED ON NEXT PAGE](#)

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## ★ KPIs FOR THIS ROLE



- **Contractual obligations:** The level of adherence to contractual commitments.
- **Contract approval time:** The duration from contract initiation to approval.
- **Annual Contract Value (ACV):** The average annual monetary value of contracts.
- **Contract classification:** Classification of contracts based on their nature, such as procurement, sales, or partnerships.

## ⚙️ KEY SKILLS & QUALIFICATIONS

- Proven experience in roles such as Contract Administrator or Contract Manager.
- Understanding of legal aspects related to contracts.
- Familiarity with accounting practices.
- Strong writing skills.
- Detail-oriented, with a knack for error detection.
- Excellent analytical and organizational abilities.
- Ability to interact with individuals at different levels, including staff, managers, and external partners.
- Bachelor's degree in Business Administration; additional legal qualifications are advantageous.

## MORE DETAILS &amp; RESOURCES

## DETAILED SKILLS DESCRIPTION

Success as a Contract Administrator requires attention to detail, strong negotiation skills, and the ability to assess risks while ensuring legal and policy compliance.

**CONTRACT PREPARATION**

Contract administrators prepare contracts to meet the specific requirements of both parties and present them in clear language so that all parties fully understand the document.

**INTERNAL PROCESSES MANAGEMENT**

Contract administrators oversee contract review and approval processes, serving as a central contact point to address any employee concerns.

**ACTING AS INTERMEDIARY**

As intermediaries, contract administrators inquire about and clarify clauses, as well as gather information about factors influencing prices or conditions proposed by external parties during negotiations.

**MONITORING AND UPHOLDING CONTRACTS**

After all parties have signed an agreement, contract administrators oversee projects to verify that the other parties adhere to all agreed-upon terms and conditions.



## MORE DETAILS &amp; RESOURCES

## KPIs FOR THIS ROLE

A Contract Administrator is measured by contract accuracy, compliance, risk mitigation, and efficiency in managing agreements.

-  **Number of Contracts**  
The total count of both active and inactive contracts across the organization.
-  **Contract Value**  
The monetary value of a contract throughout its lifecycle.
-  **Contract Renewal Rate**  
The count of contract renewals within a specific period.
-  **Contract Risks**  
Anticipated challenges, like non-compliance and terminations, arise from contract terms.
-  **Contractual Obligations**  
The level of adherence to contractual commitments.
-  **Contract Approval Time**  
The duration from contract initiation to approval.
-  **Annual Contract Value (ACV)**  
The average annual monetary value of contracts.
-  **Contract Classification**  
Classification of contracts based on their nature, such as procurement, sales, or partnerships.

## MORE DETAILS &amp; RESOURCES

## DETAILED RESPONSIBILITIES AND TASKS

A Contract Administrator drafts, negotiates, and reviews agreements while ensuring compliance, minimizing risks, and maintaining organized records.

- ✔ Prepare contracts for sales and purchases.
- ✔ Negotiate contract terms with both internal and external business partners.
- ✔ Review and revise existing contracts.
- ✔ Clarify terms and conditions to managers and other parties involved.
- ✔ Ensure employee understanding and adherence to company contracts.
- ✔ Analyze risks associated with contract terms.
- ✔ Stay informed about legislative changes and collaborate with the legal department when necessary.
- ✔ Ensure compliance with all contract deadlines and conditions, such as payments and deliveries.
- ✔ Maintain a well-organized system of both physical and digital contract records.
- ✔ Develop language standards for new and existing contracts.



## ROLES IN PROCUREMENT

# Thank you!

For a detailed overview of all procurement roles and their functions, click [here](#).

Let us help you build your best procurement team yet at [www.procurementtactics.com](http://www.procurementtactics.com).



LET'S KEEP IN TOUCH

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