**Contract Administrator Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Contract Administrator to be accountable for contracting and strategic sourcing activities including conducting bids or other procurement strategies for goods and services for the organization.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Detect errors and inconsistencies in contracts, and have outstanding knowledge of all laws pertaining to specific contracts.
* Liaising with staff on all levels of the company to analyze and determine comprehensive contract strategy.
* Designing standardized language and guidelines for contracts.
* Reviewing contracts for compliance with language guidelines.
* Collaborating with internal procurement, legal, and human resources teams to ensure contracts' compliance.
* Sharing and clarifying contract processes, conditions, and details with management, business partners, and employees.
* Obtaining contract-related information from relevant parties.
* Reviewing contracts, verifying the accuracy, and resolving discrepancies in line with company rules and guidelines.
* Ensuring relevant documentation accompanies contracts, and maintaining digital and hard copies of relevant documentation.
* Liaising between parties regarding contract development, and negotiations regarding terms and conditions, and drafting and revising changes as required.
* Identifying potential risks contract changes may pose to the company
* Ownership of the contract database
* Managing renewals of expiring agreements
* Processing of standard confidentiality, consulting, service, transfer, and clinical trial agreements; also, work orders and the like
* Assisting with formalities related to our patent and trademark applications; also the maintenance of records

### About you

* [insert number] years of experience working as a paralegal/contract administrator experience
* Experience working with and managing contracts
* Demonstrate excellent judgment, organized and detail-oriented; strong ability to analyze
* Able to handle multiple tasks and work independently in a fast-paced environment
* Strong client relations and interpersonal skills, as well as excellent judgment and superior written and oral communication and analytic skills

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]