



TIKIGAQ Corporation
Office of Human Resources
Telephone: 907-365-6129
Facsimile: 907-341-6139

CONTRACT ADMINISTRATOR	
Approved Date: July 24,2019	
Job Code: #####	FLSA : Non Exempt

JOB SUMMARY: Under general direction responsible for general contract administration and legal matters, interpreting contracts and identifying responsibilities and correspondence.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Manage and coordinate contract administration activities to ensure that contractual obligations are maintained in a manner which ensures good customer relations and compliance, while representing the interest of the company. Develops and administers contract policies, systems, procedures and methods that meet the intent of contractual obligations.

Provides interpretation of terms and conditions of contractual obligations, coordinates pre-award negotiations between company and customers/vendors. Provides guidance on sourcing and contract policies, practices and procedures to business units and communicates with business unit customers and suppliers on project status and activity.

Represents TIKIGAQ Corporation in external contact with partners, agencies and outside counsel as required. Assists and supports TIKIGAQ Corporation leadership in developing current and long-range TIKIGAQ Corporation goals and objectives, and in the achievement of those goals and objectives.

Performs other duties as assigned or required.

Develops, manages and monitors contracts. Completes internal and external written and oral reports professionally and in a timely manner. Coordinates with TIKIGAQ Corporation finance department to insure timely and accurate financial reporting.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Skill to work independently.
- Skill in communicating compliance objectives.
- Skill to resolve practical problems.
- Skill to organize and work under stress.
- Skill to negotiate.

- Knowledge of interpreting federal acquisitions requirements.
- Knowledge of interpreting contract flow down clauses.
- Knowledge in word processing, spreadsheets, and data base.
- Knowledge of contractual matters.
- Knowledge of planning, directing, controlling and managing activities and staff.
- Knowledge of cost plus award fee contracting

MINIMUM QUALIFICATIONS

An Undergraduate Degree in Contract Administration, Public Administration or Business Management or related field; **AND** seven (7) years of contract administration experience **OR** an equivalent combination of education and experience. Certain contracts dictate the experience level for the position, which may require contract specific criteria.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date