

JOB TITLE – DIVISIONAL LEGAL & CONTRACTS ADMINISTRATOR

Position reports to : Divisional Operations Manager
Direct Reports : Not Applicable
Office Location : Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION:

The Divisional Legal & Contracts Administrator plays a critical role in overseeing tender and bids administration, contracts management, and general administrative duties within the division. The primary focus is on ensuring compliance, efficiency, and accuracy in legal and contractual matters.

PRIMARY RESPONSIBILITIES FOR THE ROLE:

Tender & Bids Administration:

- Develop and maintain bid processes, task schedules, and administrative duties related to planning activities.
- Secure and maintain records of all company bid/commercial documentation in a confidential manner.
- Analyse and verify bid documents to ensure alignment with the RFQ (Request for Quotation).
- Complete final bid documents and ensure timely delivery.
- Manage the bid process from start to finish.
- Maintain contractual and equity records of the company.
- Coordinate with relevant departments for timely and professional bid responses.
- Assist in bid approval costing.
- Format, collate, and present bid and proposal documentation professionally.

Contracts Administration:

- Receive and coordinate all contracting requests from internal stakeholders.
- Liaise between Legal and internal stakeholders for contract term reviews.
- Prepare customer contracts and third-party documentation for signature.
- Distribute signed documents internally to relevant parties.
- Maintain the company's contract register and database.
- Coordinate contract renewals or extensions as necessary.
- Plan and submit required reports on a weekly or monthly basis.

- Maintain records of all company statutory documents, especially those required for vendor registration.

General Administrative Duties:

- Manage company Info and Renewals mailboxes, coordinating client queries to resolution.

QUALIFICATION AND EXPERIENCE REQUIREMENTS:

Essential Requirements:

- Completed Law or BCom-related degree.
- Minimum of 3 years in an administrative or coordination role.

Desirable Requirements:

- Project Management experience.
- Familiarity with CRM or ERP systems (Salesforce preferred).

Knowledge:

- Full proficiency in Microsoft Office.
- Strong reporting and analytical skills.
- Experience in administration, including knowledge of invoicing processes.

Skills:

- Computer literacy and business process skills.
- Resource management abilities.
- Reporting and analysis skills.

Personal Attributes and Qualities:

- Detail-oriented with analytical thinking.
- Effective time management, multitasking, and prioritization skills.
- Ability to deliver quality work under pressure and meet deadlines.
- Excellent verbal and written communication skills.
- Strong attention to detail and critical thinking.
- Dynamic, energetic, and purpose-driven.
- Strong administration skills.
- Collaborative team player with a client-focused approach.





APPROVAL

The signatories hereof, confirm that their acceptance of the contents and recommend the adoption thereof.

A handwritten signature in black ink, appearing to be 'S. M.', written over a horizontal line.

Divisional Operations Manager

16 May 2024

Date

Divisional Executive

Date

