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# Example of Contract Associate Job Description

Our company is growing rapidly and is hiring for a contract associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contract associate

* Helps prepare progress reports and grant close out documents
* Negotiates industry-sponsored contracts, including clinical trial agreements, sponsored research agreements, QCT (qualifying clinical trials) and material transfer agreements
* Loads sponsored trial budgets into the ICTR database, including QCT grid
* Manages invoicing for clinical trials managed by research core
* Assists with research core team’s budgetary and fiscal activities, including budget planning and analysis
* Participates in implementing and administering new research projects, both grants and industry contracts
* Reviews records and reports of activities to ensure that progress is being accomplished toward specified project fiscal objectives
* May develop databases for the research or administrative project
* Review initial proposal and preparation for completion, accuracy, and compliance with internal policy and external regulations
* Accept standard grant awards

## Qualifications for contract associate

* Building out CRM tool
* Minimum of three+ years’ experience in a research/sourcing role
* Superior English communications skills (both oral and written)
* Demonstrated ability to influence and deal tactfully and confidentially with customers at all organizational levels in a dynamic environment
* Administer requisition receipt process
* Prepare select agreements for management approval