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# Example of Contract Associate Job Description

Our company is growing rapidly and is hiring for a contract associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contract associate

* Verify and confirm customer(s) is /are credentialed and authorized distributors are active within Provista membership
* Partner with Account Executives and analysts regarding contract/cost/tier analysis to build a Plan of Action in Salesforce.com
* Interpret analytical reports at a contract and line item level to create a contract roadmap
* Validate and recommend contract conversions
* Pre-populate and submits OTAs/LOCs/LOPs from the Plan of Action (POA) worksheet in Salesforce.com
* Follow up with suppliers and distributors to ensure contract connections are complete, tier levels are accurate, and resolves denials
* Participates on member calls with Account Executive for customer needs assessment and collaborates with Account Executive on service/support strategy and will be tracked in Salesforce.com
* Leverage resources and relationships at the Dallas corporate office to accomplish customer needs
* Draft agreement templates for attorney review and approval
* Analyses and evaluates a variety of program related data for the purpose of ensuring that program initiatives and activities meet desired objectives while adhering to assigned budget limitations

## Qualifications for contract associate

* Working knowledge of Microsoft Office Suite and Windows based applications is required
* 1 year experience in a professional office environment is strongly preferred
* Ability to handle confidential information with sensitivity is a must
* Requires self-motivation, resourcefulness and a desire to complete work in a timely manner
* Excellent organization and prioritization skills, time management and ability to adapt quickly and effectively to shifting priorities are especially desirable
* 18 months are required in order to be trained on all aspects of this role