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# Example of Contract Manager / Senior Contract Manager Job Description

Our innovative and growing company is looking for a contract manager / senior contract manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contract manager / senior contract manager

* Exercise appropriate financial controls to minimize disputed chargeback exposures and rebate reserves across all businesses
* Oversee the maintenance of end customer master data to research & resolve data misalignments with our distributor partners, determine/implement data quality improvement opportunities and the maintenance of non-transactional customer accounts in SAP
* Maintain distributor “partner cross referencing” to ensure data alignment
* Manage and implement databases that support the chargeback dispute resolution process
* Monitor and execute all SOX and internal control procedures to ensure policy compliance
* Collaborate with leaders across our distributor partners to initiate business process continuous improvement activities, conduct root cause analysis, determine error prevention solutions, and operational requirements to enhance the distributor experience for long term success and meet customer/market needs and dynamics
* Actively participate with industry organizations such as HIDA which to focus on creating industry leading best practice effectiveness and efficiency across medical device manufacturers and distributors as it relates to the chargeback processes
* Ensure that all chargeback related training material is maintained and updated, including desktop procedures in order to actively support and train the super user network
* Develop metrics, KPI’s (key performance indicators) and SLA’s (service level agreements) in order to hold the team accountable for achieving the key strategic goals of the organization
* Inspire and empower the team to act with speed, agility and accountability enabling them to achieve excellence

## Qualifications for contract manager / senior contract manager

* Extensive, senior level design and production knowledge and expertise to lead a creative team to provide appropriate creative advice to clients and cross-functional teams
* A proven ability to develop and deliver excellent creative work, to seek and implement new design and production ideas and technologies (e.g., print, web page design, desk-top publishing & related code to deploy) and work with internal/external resources to cultivate new concepts
* Must have excellent project management skills to both manage a creative team providing clear day-to-day guidance and direction, oversee complex production/multimedia processes and schedules for multiple highly confidential projects, often with competing and tight deadlines
* Must have effective leadership and communication skills, with an ability to build strong cross team interpersonal relationships with good follow-through
* In-depth knowledge and experience in computer graphics industry, desktop publishing, web page design, multimedia, motion graphics, video and many graphic design application programs including web page design (HTML) and the Adobe Master Suite for digital media
* The incumbent requires a university degree or college diploma in Graphic Design, or Media Arts and Communications with some digital media experience