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# Example of Contract Manager / Senior Contract Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of contract manager / senior contract manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contract manager / senior contract manager

* Oversee/Assist as needed with system changes and various projects within or outside the Support Contracts area
* Supervises all other Contract Service Managers to ensure safety and efficiency of station operations according to Company policies, procedures, and governmental rules and regulations
* Coordinate with the Contracts department for all procurement activities in assigned country programs, assisting to prepare RFA/RFP/RFQs, review quotes and assist in selecting vendors and preparing all supporting documents required for the procurement
* Support the startup, general operations, and closedown of project offices
* Mentor and coach marketing associate(s) as required
* Demand Management Teams
* Logistics and Warehousing Teams
* Master Data and Systems
* Project Inventory Management Teams
* Logistics and Warehousing TeamsMaster Data and Systems

## Qualifications for contract manager / senior contract manager

* Experience managing IT portfolios including
* Detailed Experience in a range of large, complex IT delivery organisations
* Well-developed communication and presentation skills- Upwards and downwards
* Experience in a large IT organisation from an IT project management framework
* Thorough understanding of the complete Project Management lifecycle and Solution Design
* Experience in managing a cross-functional team from various business areas including Commercial, Sales, Marketing, Customer Service, IT, Engineering, Business Process resources, vendors