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# Example of Contract Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of contract manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for contract manager

* Adjudicates invoices using validated data sources
* Manages pricing contracts including contract tracking, ensuring ongoing alignment with contract terms and contract renewals
* Proactively recommends and implements improvements to contract templates or other documents to align with compliance needs
* Leads price change communications and process
* Leads price reporting aligned with the PMPRB requirements
* Collaborates with market access team on pricing projects as required
* Ensure elaboration of the Contract Document Requirements List (CDRL) by the Project team members is launched in time, and ensure it is accurately communicated and updated
* In liaison with Sourcing organization ensure that terms and conditions are timely and wisely transferred to subcontractors and suppliers
* Provide transactional support for the day to day agency purchasing operations on an as needed basis
* Demonstrated ability to manage a large number of simultaneous tasks and keep on schedule

## Qualifications for contract manager

* Demonstrated ability to manage complex projects and to identify business process improvements
* Strong analytical skills demonstrated in either financial or commercial analytics
* Comprehensive knowledge of Canadian pharmaceutical pricing regulations
* Finance and/or business analytics and/or contract compliance background required
* Must have experience leading within/across a cross-functional team
* Market access and Biotech or pharmaceutical industry experience preferred