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# Example of Contract Manager Job Description

Our growing company is looking to fill the role of contract manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contract manager

* Demonstrated knowledge of “Tracking” or “Redlining” functions within Microsoft Excel and Word
* Experience interacting with Sales teams Legal/contract law/paralegal experience and Legal and Finance teams
* Experience interacting with local Engineering and/or Network Planning groups
* Experience with Microsoft Visio, BDMS, vSAP, VSS and other company systems
* Financial/Accounting and Marketing experience
* Proven ability to adapt to proprietary systems
* Provide guidance to the business on when to escalate risk issues to senior management and assist with the process to obtain internal approvals for proposal submission and contract execution
* Lead / direct product conversions and implementations resulting from savings opportunities
* Manage supplier performance and ensure resolution of issues related to accurate price management and service quality
* Develop and implement effective two-way communication strategies with relevant stakeholders

## Qualifications for contract manager

* Professional Certification (e.g., CACM, CCFM, CPCM) and Master’s Degree preferred
* Personal Training and Group Exercise certifications preferred
* Previous Contract Manager experience with a minimum of 3-7 years of contracts drafting, negotiation, and transactional experience and a strong understanding of legal principles
* Strong verbal and written communications skills with the ability to translate technical decisions/strategies into business terms and implications
* Demonstrated superior and organized customer service coordination working with multiple stakeholders
* Proven ability to work well as part of a team and support others on the team during high pressure deadlines