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# Example of Contract Manager Job Description

Our company is growing rapidly and is looking to fill the role of contract manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contract manager

* Manage timelines of proposal development, and assure that documents are complete, accurate, and sent on time
* Maintain weekly Quotes in Process (QIP) metrics
* Maintain weekly development pipeline report
* Responsible for the administration and management of North America Business Agreements and key global account agreements
* Support BD process for St Petersburg site and represent site capabilities to customers
* Promoting and enhancing new and existing business relationships with customers
* Responsible for in-house customer accounts
* Provide support as needed to the President of Softgel, the VPs/Directors of Business Development for the US, and Rx and Consumer Softgels Account Managers/Directors
* Gives guidance on general contractual issues, clarifying queries if required by referring to Legal Department
* Contract closure - Verifies that both parties to the contract have fulfilled their contractual obligations and there are no responsibilities outstanding

## Qualifications for contract manager

* Supports Legal handling formal dispute resolution, litigation and arbitration
* Risk management - Analyzes prime contract terms to highlight areas of potential opportunity and risk, such as ambiguities, omissions and conflicts, as work proceeds
* Liaise with company’s offices and directors, finance, legal and other corporate departments, external legal institutions as required
* Post-award hands-on contract management experience with a mix of government and commercial experience
* Able to resolve contract and pricing issues
* Experience with day-to-day management of complex outsourcing arrangements