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# Example of Contract Manager Job Description

Our company is growing rapidly and is looking for a 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

* Maintain skillful application of standard work processes (functional excellence), including Capital Project Management Process, engineering design standards, engineering operating procedures, value engineering
* Manage a contracting team consisting of 9 employees which executes CVG contracts, totaling more than $500 million in annual revenue
* Lead efforts to attract, develop and retain individuals who can make critical contributions to organizational success
* Champion an environment where the personal worth of employees is recognized and individual differences are respected and leveraged
* Manage contract compliance with standard operating procedures, legal templates and company policies
* Preparation and negotiation of research/IP related contract terms for a specified internal client group
* Providing advice to research staff on appropriate contracting pathways, agreement selection and other non-complex contracting matters
* Demonstrated experience in drafting and amending contract terms and conditions (preferably in research related contracts)
* Excellent interpersonal, written and oral communication skills, including an ability to clearly communicate contractual issues and risks to relevant personnel
* Manage the area’s financial and business performance to meet agreed targets providing accurate monthly reports

## Qualifications for contract manager

* Contract Manager for Information and Reporting – in Federal Government practice, a great deal of internal and external data management and reporting consistent with company policy and laws and regulations is required
* Contract Manager – Acquisitions – in Federal Government practice, a Contract Manager may be responsible for all major acquisitions and management of the acquisitions process (sometimes on one large and complex engagement, sometimes across engagements)
* You have a solid experience in Offshore contract management
* At least 10 additional years of experience in project management, financial or commercial contract management
* Willingness and ability to travel for frequent travel
* 8 + years of demonstrated progressive responsibility and experience in Corporate / Commercial environment