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# Example of Contract Senior Job Description

Our innovative and growing company is looking to fill the role of contract senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contract senior

* Review and identify relevant terms and conditions critical to the operations necessary for the sale of mutual fund shares
* Engage appropriate parties in decisions involving regulatory requirements to help analyze and quantify risk
* Maintain strong and effective relationships with internal and external clients/firms by preparing and disseminate information to appropriate parties regarding pending agreements across multiple lines of business
* Maintain deadline on deliverables and communicate on an on-going basis with all appropriate parties about issues concerning a client’s distribution syndicate
* Ensure corporate action notices are set up in a “client friendly” manner enabling clear understanding, clarity and accuracy and released in an accurate and timely manner within established deadlines
* Review and provide feedback on existing policies and procedures to ensure that the accurately reflect current processes, whilst updating outdated procedures
* Responsible for ensuring that where Contract Management is deployed, contract compliance is maintained and issues resolved
* Responsible for consultation, escalation of business issues or CM positioning issues which are not solved satisfactorily by the project team
* Determines the effective and efficient assignment of duties to positions for Contract Management team, engagement/project staff and outside contractors
* Perform general administration duties

## Qualifications for contract senior

* Experience as a federal contracts official in an R&D environment
* Experience with adjudicating OCI concerns as a federal government contracts official
* MS or JD degree preferred
* FAC-C Certification preferred
* 10+ years of experience with the full range of federal government contracting, including Organizational Conflicts of Interest (OCI), including 5+ years of experience in a leadership role
* Minimum two years contract administration or similar experience, preferable in television or film distribution required