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# Example of Contract Senior Job Description

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

## Responsibilities for contract senior

* Ensure that procurement targets are met preparing procurement strategies
* Negotiate contract terms with internal and external business partners
* Prepare strategic account contracts to reflect negotiated terms and business objectives
* Review contracts provided by external parties to ensure terms and conditions meet business objectives
* Explain terms and conditions to account managers and internal business partners
* Ensure that affected functions understand and comply with operational contract requirements
* Analyze potential risks involved with specific contract terms and communicate that risk to affected parties
* Ensure all deadlines and conditions in contracts are met
* Maintain contract terms and files in Onit matter management software
* In collaboration with the account managers and directors, develop patient access, pricing and contract terms to support business, financial and organizational goals

## Qualifications for contract senior

* Working knowledge of the UCC
* Working knowledge of contract management software
* Some legal background beneficial
* Minimum 3 years experience and/or advanced legal education
* Strong preference for experience in multi-national corporate setting, with responsibility for global supply chain contracts (both direct and indirect)
* Scientific commercial contract development is preferred