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# Example of Contract Services Manager Job Description

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

## Responsibilities for contract services manager

* Follow-up routinely as to the accuracy, direction, and completion of objectives to ensure process efficiency and keep open lines of communication with all concerned parties Perform periodic supplier reviews to communicate actual and perceived performance issues with suppliers
* Managing the Front & Back Office ensuring segregation
* Team management including coaching and development
* Ensuring all aspects of treasury policy compliance
* Day to day counterparty relationship management including
* Ensuring changes in regulations are planned for
* Oversight of segregated bond portfolios via Fund Managers
* Responsibility for managing case team relationships and service levels
* Liaises with Groups supporting Applications to ensure agreement with content and methodology of audits, significant findings
* Ensure successful department organization structure changes and technology improvements

## Qualifications for contract services manager

* 4+ years experience in IT strategic sourcing and related categories
* Re-engineering experience (process) and strong data analytics background a plus
* Influence, interpersonal, analytical, presentation, negotiation, PC (e-sourcing, MS Office, SAP, etc), teambuilding, organizational, planning and time management, results-orientation, authority projection, decision-making (often limited data)
* Ability to build strong business relationships both internally and externally
* Excellent interpersonal and communication skills with the ability to communicate appropriately and effectively with all levels of management within organization
* Exceptional team building, communication, conflict resolution and business leadership skills