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# Example of Contracts Advisor Job Description

Our growing company is hiring for a contracts advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for contracts advisor

* Interfaces with the Customer at the low management levels
* Execute prompt and timely delivery of R&D contracts, eg Confidentiality Disclosure Agreements (CDA’s) and Professional Service Agreements (PSA’s) relating to engagements with External Experts, meeting pre-defined service-level agreements at defined stages of the contract to pay process
* Prepare and submit payment request for processing by Finance and follow up with the External Expert to confirm receipt
* Maintain and ensure data integrity in Salesforce, ePay, DocuSign systems and other relevant systems, ensuring accuracy and completeness, and timeliness of updates
* Reviewing, drafting, revising and negotiating a wide range of client agreements, Statements of Work, Schedules, and ordering documents
* Develops negotiation plans, and conducts quantitative comparisons of costs/pricing
* Drafting and negotiating intermediary agreements and any ancillary documentation to progress new and incremental client business
* Collaborating closely with various internal stakeholders to resolve outstanding issues
* Summarizing outstanding points and risk/control points for senior management to facilitate informed decision-making
* Providing transparency and insight over various provisions in intermediary agreements

## Qualifications for contracts advisor

* Ability to multi-task and handle a high volume of workload
* Able to work US hours 4 pm to 1 am with flexibility to work from home
* Undergraduate degree in Law/Business and 6-8 years relevant experience OR Graduate degree in Law/Business and 4-6 years relevant experience
* Positive and proactive attitude, approachable, with a strong work ethic
* Demonstrable knowledge of Scottish, UK and EU contract case law
* Significant experience of contract development