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# Example of Contracts Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of contracts analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for contracts analyst

* Leads process improvements within the contracts organization as it relates to specification reviews and change management protocols
* Provides guidance and data as requested to the Division Contracts Director, Manager, Contracts Management, and Plant personnel on Customer Specifications, Change Management Processes & Procedures, and applicable Shop Floor related matters for Key FED Customers \(Top 5\)
* Follows and administers the FED Conveyance Specification and Change Management procedures, and concurrently addresses individual customer and shop floor communication requests
* Administers Shop Floor Instruction \(SFI\) creation, review, updates/modifications based on Customer specification, contract reviews and internal requests
* Updates required product details/information within the internal databases, tools and systems as assigned
* Request quotes from FED pricing department on Change Requests and/or submits Change quotes to customers per FED processes and procedures
* Assists with reviews and challenges contested invoices from Customers as assigned
* Tracks, challenges and reports on internal and external key and strategic metrics as related to Change and Specification Management or as assigned
* Manage/mitigate customer claims, disputes and contested invoices as assigned
* Drives savings initiatives and goal attainment in line with profit plan and overall business objectives for assigned work scope

## Qualifications for contracts analyst

* Excellent time management skills, including the ability to bring a project to completion
* Undergraduate degree and 4-6 years relevant experience or Graduate degree in Law and 2-3 years relevant experience
* Experience in Supply contracts, contracts drafting and contract workflow process
* Knowledge of standard Procurement Systems, Tools and Processes (e
* Evidence that valued contracting results were delivered to the business
* Leads and reports on assigned departmental goals/metrics as assigned by Conveyance Manager, Contracts Management