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# Example of Contracts Associate Job Description

Our innovative and growing company is searching for experienced candidates for the position of contracts associate. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contracts associate

* Ensures team members complete timely execution of contracts according to BMS policy and aligned with R&D priorities
* Manages the resolution of contracting and payment issues with internal and external clients
* Coaches staff in the management of issues with internal and external clients
* Balances team members’ workload to ensure delivery of the R&D pipeline while maintaining employee satisfaction and work-life balance
* Perform analytics on work volume, cycle-times, and productivity and reports on adherence to BMS Policy
* Revenue Planning, Mass Planning (number of projects) for BIF planning processes (Outlook +1, ARC, LTF)
* Administering and managing existing contracts by dealing with customers/partners/subcontractors and interfacing with other functional areas
* Negotiating and executing new agreements with customers, partners and suppliers
* Supporting the bid and proposals function and new programs acquisitions Providing inputs to the Integrated Supply Chain team for administration of sales orders
* Assessing opportunities for business perpetuation with customers

## Qualifications for contracts associate

* Minimum of 5 years work experience in either financial or health sciences related industries (pharmaceutical, hospital-based, laboratory, CRO)
* Experience managing or supervising a team
* Strong written communication skills and knowledge of medical terminology
* Proven track record of strong customer service and follow-up skills
* Experience in contract drafting and negotiating of legal language or Statements of Work, preferably in support of clinical research
* Bachelor’s degree in a business or science-related field with 2+ years of clinical trial or contracting experience