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# Example of Contracts Associate Job Description

Our company is growing rapidly and is hiring for a contracts associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contracts associate

* Assist in analyzing estimates of material, equipment and production costs, performance requirements, and delivery schedules to ensure accuracy and completeness
* Review contractual documents to ensure adherence to company policy, government specifications and requirements, and conformance to master agreements
* Previous work experience in managing correspondence, creating reports and metrics, and maintaining management systems is preferred
* Ability to read and interpret aspects of US Government Contracts is preferred
* PC Proficiency in MS Office is required
* Must have the ability to work effectively with specialized systems
* Must have the ability to work effectively with customers and representatives from other departments
* Must have the ability to organize, plan, and prioritize a variety of assignments
* Notify appropriate business leads, product owners, accounting, of member signed agreements
* Prepare for closings and offset potential delays by maintaining ongoing communications with Lenders, Title Co’s, Builders and Sales Associates

## Qualifications for contracts associate

* Ability to prioritize and allocate workload across multiple teams
* 4+ years’ experience reviewing, drafting and negotiating the legal terms of a range of commercial contracts
* Driving occasionally
* Minimum of 5 years’ contracts experience
* 0-1+ years project management or CRA experience, preferred
* Basic knowledge of economic terms