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# Example of Contracts Associate Job Description

Our growing company is looking for a contracts associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts associate

* Maintain ongoing communications with Builders throughout building process
* Process all paperwork for contracts, change orders, lender letters, earnest money and color selections
* Coordinate closing packages to Title Co
* Input contract and option information into computer system
* Distribute signed/approved contract packages to appropriate departments
* Local Lease Administrator will be responsible for auditing local lease contract packages
* Manage contract terminations
* Review and analyze RFPs
* Work with multiple teams across the organization (sales, accounting, ) to assist with contract adjustments
* Support Brand and Public Relations line of business contract needs primarily, with support to other staff groups

## Qualifications for contracts associate

* Remains current with industry standard grants and contracts regulatory requirements and related practices through continuing education
* Ability to understand financial impact of decisions and drive for result
* Direct experience working with the sourcing process - this includes RFPs, contract renewals, strategic negotiations
* Extensive experience redlining IT and other legal agreements (provide examples)
* Bachelor Degree in Law with post qualification 4+ years of relevant progressive experience
* Basic knowledge of US, EMEA, Asia Pacific, or other non Indian legal systems