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# Example of Contracts Engineer Job Description

Our company is growing rapidly and is hiring for a contracts engineer. 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 engineer

* Provide high quality and timely feedback on suppliers’ documentation, schedule adherence, some contracts exposure (need to raise Early warnings, respond to technical requests for information, etc)
* Ensure coverage of Risk Assessment in accordance with QP’s HSE Risk Management Guidelines
* Responsible for conducting Warranty and Contract audit activities for both brands
* Assist and conduct Dealer training to ensure compliance to the Warranty & Contract process
* Identify competence gaps to support and develop the needs for both the Market Company and Dealer network
* Monitor audit results and company targets
* Recommend process and guidelines for Market Company and Dealer Network when managing claim data
* Proactively support the Dealer Network working towards reducing claim rejections
* Track and analyse of warranty claims at Regional / Market and Dealer Level
* Support in the development and maintenance of tools for warranty, goodwill and campaign follow-up

## Qualifications for contracts engineer

* Working knowledge of testing RESTful web services and using a corresponding tool-set (SoapUI, JUnit, NUnit, SQL )
* Basic understanding of DB's and queries
* BSc Degree in Engg
* Assist and provide practical support on warranty, goodwill, campaign handling and warranty systems
* Liaison with Technical Service, Quality and Warranty departments to ensure support is provided when processing claims
* Support for the Dealer Network in the implementation of systems / process