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# Example of Contracts Management Job Description

Our company is looking to fill the role of contracts management. 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 management

* Acting as a control function relating to the creation and maintenance of IP’s
* Analysing language changes and impact on other IP’s
* Creating and implementing actual changes to IP’s
* Advising of documentation and systems related requirements to internal partners
* Review platform and regional differences within contracts to streamline and reduce the number of contract templates
* Documenting requirements of systems and partner with the project team and other stakeholders as required
* Testing and validating new ECM Authoring Tool functionalities ahead of updates to the tool
* The Contracts Specialist will update the ECM Authoring tool with relevant contract language
* Act as a subject matter resource on the ECM Authoring tool
* Discuss and escalate any inconsistencies before any data is entered into the tool

## Qualifications for contracts management

* Service quality focused with a strong track record of aligning people, processes and technology to optimize operating efficiencies, continuously improve practices and consistently comply with auditable policies and practices
* Previous strategic sourcing experience/data analytics experience preferred
* Keen interest in the financial markets
* Previous experience in a client facing / customer service
* Fluency in spoken and written English and Japanese
* Produce ad hoc reports as required by management