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# Example of Contracts Management Job Description

Our company is looking for a contracts management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for contracts management

* Liaise with external vendors translation companies
* Direct line management responsibilities for regional leaders and responsibility for delivery of contracted services
* To recruit, manage and drive the resources within the regional offices
* Constantly manage (in conjunction with all Contract Directors) the allocation of resources, with primary focus on their key account but also collectively to maximise service delivery and productivity
* To ensure ‘high performance’ delivery of a holistic service to occupiers, ensuring maximum collaboration between the PM, FM, Accounts and on-site staff
* Jointly chair regional Board meetings to facilitate staff feedback, sharing of best practice, process changes and dissemination of information from Executive team
* Act as ‘technical lead’ for the delivery team providing support, direction and recommendations on the course of action relating to the management of an asset
* To allocate, induct and manage the Graduate intake to the respective regional offices and key client accounts
* Build strong relationships with the client and ensure that the team replicates these relationships through the depth of the organisation
* Liaise closely with the Service Delivery Director and respective Account Director

## Qualifications for contracts management

* Eleven or more years of related experience, , technology, business development, strategic alliances/partnering, procurement or professional services
* Excellent verbal and written communication skills needed to interface with internal executives and high-level customer representatives
* Minimum of 2 years’ experience in Regional function (EMEA if possible)
* High resilience
* To lead the day-to-day client reporting and to ensure delivery of contract related KPI’s
* Ensure that all assets are managed efficiently with a view to maximising income/capital value throughout the portfolio