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# Example of Contracts Management Job Description

Our growing company is searching for experienced candidates for the position 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

* Ensure that arrangements of funding, in order to ensure that all suppliers are paid in a timely manner through our in-house work flow system is achieved
* Mobilisation and set-up of new managements and building services
* Attendance at regular client and tenant meetings
* Ensure that payment and other obligations under executed agreements are handled appropriately
* Handle queries from external customers
* Enter orders (PO’s) into the ERP system (Oracle R12)
* Ensure compliance with all audit and customer requirements
* Resolve order issues, credit returns and queries by working directly with customer to meet their expectation
* Handle queries from internal customers
* Resolve order issues by working directly with sales and escalating as needed

## Qualifications for contracts management

* Experience in a team management or supervisory role
* Experience in DoD contracting
* Experience with DD-250 process and regulations
* Experience working in Government contracts and acquisition
* Experience in transportation and shipping
* Experience working with Bill of Material (BOMs) and DD1149s