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# Example of Contracts Management Job Description

Our company is growing rapidly and is hiring for a contracts management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for contracts management

* Provides measurable inputs on budget and acquisition planning
* Supports the procurement process including providing input to statement of works/requirements, Local Committee on Contracts (LCC) presentations, development of technical evaluation criteria, assistance with evaluation of vendor proposals and guidance during contract formulation, drafting and negotiation
* Responsible to develop quality assurance plans providing a systematic, structured method to evaluate services and products
* Oversees contract close out process including identifying and disseminating best practices and lessons learned
* Contract development, negotiation and risk mitigation with customers, partners and vendors
* Lead lease negotiations renewal strategy for data centers with real estate team
* Client counseling on contract questions
* Legal analysis/research and writing
* Manage outside counsel and costs
* Direct litigation strategy and settlement negotiations

## Qualifications for contracts management

* Demonstrated success in working cross-functionally in a global matrix organization
* Must have previous experience with Vendor Contract Management and held a leadership position in driving processes and vendor oversight
* Must have experience in the drafting, negotiation and execution of vendor contracts
* Must have experience in Clinical Operations and have a thorough understanding of GCP, relevant ICH standards, and FDA/EMA guidelines
* Strong organizational skills, including the ability to prioritize needs
* Compliance with policies, reporting requirements, and controls