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# Example of Contracts Manager Job Description

Our innovative and growing company is looking to fill the role of contracts manager. 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 manager

* Risk assessment / mitigation
* Supplier performance and relationship management
* Software licensing (applications)
* Oversee maintenance of necessary data in Contract Management Systems
* Issue, upload, and maintain contracts, contract renewals or amendments and other related documents per policy and procedure
* Propose strategies and advise internal clients on processes in an effort to solve problems
* Communicate effectively with Legal, Risk Management, Commercial and Credit to resolve internal and external issues and provide support
* Elevate legal issues to Legal department and ensure timely execution of contracts
* Adhere to SOX controls
* Review, accept, or reject certificates of insurance

## Qualifications for contracts manager

* Attend Contracts Administration related meetings and events
* Negotiating and executing service and supply agreements
* Drafting and/or procuring and processing partially executed contracts, amendments and agreements
* Acting as the main point of contact and tracking the process and ensuring completion of each contract in a timely, accurate manner
* Handling processing and Quality Control contract packages prior to contract signatures
* Assisting with data entry of completed contract packages into CLM