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# Example of Contracts Manager Job Description

Our company is growing rapidly and is hiring for a contracts manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts manager

* The candidate should have extensive Government Contract administration, pricing, and negotiation experience
* Fifteen (15) years of experience in US (federal) Government contract and subcontract management
* Leads negotiations of major proposals, including terms and conditions, requirements, price, schedule
* Administers government sales contracts for military equipment and services commercial contracts
* Review contracts submitted to the contracts administration alias, extract key metadata, enter metadata and upload contract documents into electronic contract management system
* Create monthly reports of non-compliant items and distribute to Finance leadership
* Drive continuous improvement of data accuracy (existing data) and spot potential data integrity issues/patterns
* Ensure contract compliance and contract administration
* Responsible for managing and motivating the Contracting team
* Validate all invoices related to Specialty Pharmacy data fees for accuracy and approve/reject as appropriate

## Qualifications for contracts manager

* 2+ years of industry experience in Contracts / Outsourcing
* Experience of contract management / administration based on FIDIC guidelines, for a complete project, is a must
* Experience of working in commercial building complexes of multi million Sqft
* Experience of working as a PMC (project management consultant) or EPCM (Engineering, Procurement and Construction Management) consultant though not a must would be preferred
* Law or Bachelor’s degree or higher
* A minimum of a Bachelor's Degree in Business, or a related discipline coupled with 5+ years contract administration experience