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# Example of Contracts Manager Job Description

Our 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

* Assist and support the work winning teams to ensure that we provide our customers with the best possible solutions and address their requirements, in clear and concise bid submissions
* Have previous experience in project delivery
* Have the ability to communicate effectively to manage client relationships
* Hold membership of a relevant professional body, such as RICS/CIOB/RIBA/ICE and also hold a valid CSCS Card
* Bi-weekly presentation of SSER reports, quality management NHBC RI’s, and programme implications for all sites
* Working cooperatively with a diverse group of professionals, including the company’s executives, attorneys, risk and insurance managers, engineers, scientists and contracts staff, the ability to work with attorneys for external clients and subcontractors, risk managers, project managers, procurement and contracts staff, and others
* Interact with both internal TELUS resources and customer contract management primes to ensure each party is adhering to their contractual obligations
* Manage high volume buy and sell activities with a small quantity of large and strategic carriers
* Prepare high quality matter briefing papers for management approval
* Participates in aspects of new business proposals to include

## Qualifications for contracts manager

* Directs invoicing of contract data items and milestone billings
* At least six years of combined experience in-house and/or with a national law firm
* 5-7 years’ business or legal experience, preferably in the telecommunications or IT industry
* 3+ years’ experience negotiating and working with customer and vendor contracts
* Experience working in a B2B market is required
* Ability to thrive in a fast-paced environment with minimal direction