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# Example of Contracts Representative Job Description

Our innovative and growing company is looking for a contracts representative. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts representative

* Take opportunities to proactively promote alternative/lower cost service channels and explain the benefits of online technology to increase the use of self service and allow straight through processing
* Follow the correct processes to make sure that all your actions meet the conformance requirements
* Fulfil all the regulatory requirements of the role and ensure that your work is compliant and you treat customers fairly
* Identify the root cause of problems to prevent repeat failures
* Analyzes requests for proposals from general policy, business, financial, contractual and risk perspectives
* Assist with development and drafting of various contract forms and related documents for filing with State Insurance Departments
* Review, prepare and submit SERFF filings
* Research, review and evaluate new and proposed laws, regulations, Department of Insurance publications, Attorney General opinions, and assess impact on the Division’s business
* Determine and implement any procedural or contractual modifications needed as a result of legislative changes
* Collaborate and communicate with individuals from various areas within the Company (particularly with Contract unit members) in addressing filing, regulatory and compliance issues and questions

## Qualifications for contracts representative

* Bachelor's degree in Business Management or other related field with five plus years experience in commercial or government contracting
* Must have experience drafting and negotiating contracts and sub-contracts
* Must have experience leading or managing proposal development and negotiating government contracts
* Must have completed a Single Scope Background Investigation (SSBI) by the federal government within the last 5 years
* Assist with the implementation of new filing and/or compliance initiatives
* Minimum of 2-5 years compliance and State Insurance Department filing experience in the insurance industry is preferred