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# Example of Contracts Senior Manager Job Description

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

## Responsibilities for contracts senior manager

* Provides summary of proposals from multiple suppliers to customers in a clear, concise and accurate manner providing all supporting information
* Drafts contractual agreements, amendments and addendums with input from legal counsel when applicable, to assure that Partners’ organizational assets are protected and risks mitigated
* Develops, negotiates, and executes major multi-year, multi-million dollar agreements for the system in accordance with accepted strategies and plans
* Works closely with Principal Investigators, Research Administration, and peers, to develop and operationalize contracts with major manufacturers and distributors to reduce costs, eliminate inventory redundancy, improve upon supply chain processes, and manage resources and item conversions within the system
* Serves as a liaison and ambassador within each institution and across Partners HealthCare on behalf of Supply Chain Management
* Utilizes GPO contracting relationships to enhance value to participating members
* Consults with leaders and management throughout the Partners system to provide expert advice regarding, contracting and marketplace conditions
* Supports and implements new programs occurring hospital-wide such as productivity improvement, downsizing, refurbishment projects, quality initiatives, and cost major management initiatives
* Proactively monitors industry trends and opportunities and reassess agreements, as needed, to ensure Partners maintains its leadership position in the marketplace
* Monitor all agreements to guarantee Supplier obligations are met, rebates and incentives are earned, and that contract and pricing expiration dates are implemented and met

## Qualifications for contracts senior manager

* Experience in a construction office is preferred
* Excellent knowledge of FIDIC Forms of Contract
* Previous experience with software and hardware contracts from the supplier and/or customer perspective
* Ability to remain calm under pressure, handle a rapidly-changing environment, shift from one task to another and prioritize under a tight schedule
* Significant progressively responsible role and experience in network contracting for health service contracting for integrated system or managed care organization with strong negotiation skills
* Excellent understanding of health care industry, provider community, competitive market strategies and health&hospital system operations