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# Example of Contracts Specialist Job Description

Our company is hiring for a contracts specialist. 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 specialist

* Review contract terms provided by vendors, prospects and clients proposed edits to preferred contract templates
* Negotiate terms as needed for engagement letters, master services agreements and statements of work, NDAs, access letters, RFPs/RFQs and other agreements
* Understand and apply US and international privacy law and anti-corruption act frameworks for global consulting practice
* Monitor industry changes or trends
* Maintain and coordinate reviews and revisions of contract templates
* Disseminate firm policy and practice and identify noncompliance
* Assist with legal department administration support, including document management, filing, corporate record keeping, and internal discovery for subpoenas and litigation
* Assemble information from a variety of internal teams for submission to service providers and regulatory authorities
* Help docket and manage deadlines for legal team
* Process corporate filings, including entity formation and dissolution

## Qualifications for contracts specialist

* Perform special projects and document drafting/editing as requested
* Paralegal or similar experience preferred but not required
* Discretion, judgment, and initiative required
* Self-motivated, composed, and creative problem-solver
* Ability to work independently in active, fast-paced environment and with a team
* Can drive discussion and present well organized thoughts