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# Example of Contracts Specialist Job Description

Our company is growing rapidly and is looking to fill the role of contracts specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts specialist

* Submit monthly invoices, monitor receivables and cash collections, and insure payment from customers per the terms of all contracts
* Negotiation of contracts (including price, schedule and terms)
* Administration, extension, termination, and negotiation of standard and non-standard contracts
* Provides acquisition support for pre-award and post-award contract actions, and the full range of contract administration support to procure and administer contracts
* Ensures that specifications and statements of work are prepared in a manner which adequately describes the client's requirements without restricting competition
* Advises technical personnel as to inadequate, ambiguous or vague specifications to avoid Government liability
* Perform all aspects of the Federal Government acquisition life cycle
* Support Government Program Management Personnel with details of technical requirements and provide advice, guidance and counsel on how to handle complex acquisition contracts and processes
* Support the drafting of procurement packages for commercial and non-commercial services
* Prepare support documentation

## Qualifications for contracts specialist

* College degree or international equivalent
* Excellent references who can speak to the quality of the relevant work experience
* Knowledgeable about contract management systems, SharePoint, Word, Excel, Westlaw, Edgar, and other legal tools
* 2+ years of experience in a Paralegal, Contracting or other Contract roles
* Bachelor's Degree in a related field, completion of an ABA approved Paralegal or Legal Assistant program
* Experience in the Pharmaceutical / Biotechnology industry