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# Example of Coordinator Contracts Job Description

Our company is looking to fill the role of coordinator contracts. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for coordinator contracts

* Coordinate with Finance department to ensure proper invoicing via the CRF process
* File all contract materials and maintains all temporary and final contract files (both electronically and hard copies)
* Support general contract administration (all mailings and filing)
* Track statuses of all contracts through completion
* Manage and process Footprints tickets for system issues, database revisions, and other inquiries as needed
* Issues and maintains all Contracts, Subcontracts, Scopes of Work, and Material Purchase Orders
* Manages all Master Files to ensure they are up to date and complete
* Coordinates receipt of all documents from Subcontractors and Customers to maintain a complete and compliant contract file
* Manages Subcontract Compliance Programs with the customer and ensures that all reporting is completed in a timely manner
* Compiles and maintains all physician contracts including, but not limited, to Professional Service Agreements, NICA agreements, Leases, and Physician Expense Reimbursement Agreements and compiles and maintains Patient Transfer Agreements

## Qualifications for coordinator contracts

* Ability to perform in a fast-paced, high-volume, deadline-driven environment
* The ideal candidate will be flexible and willing to learn new processes and skill sets
* Familiarity with legal document management and formatting programs a plus
* Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing grants and contracts activities
* Minimum of two (2) years of full-time experience acquiring contracted services including writing service or construction contracts
* Experience with sponsored research pre-award submittals