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# Example of Manager, Contract Administration Job Description

Our growing company is looking to fill the role of manager, contract administration. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager, contract administration

* Acts as backup approver to the Senior Manager, Specialty Contract Operations for calculations in Model N and payments
* Effectively builds key business relationships with Market Access-Specialty Pharmacy, and Institutional Operations to ensure understanding of developing contracting strategies, and that teams are properly aligned to meet business needs and compliance regulations
* Supports Senior Manager in the management of 2 Contract Analysts, determining contract implementation strategy in Model N, and will act as backup approver for contracts in Model N
* Direct supervisor of the Senior Pricing & Reporting Analyst and Rebates Analyst
* Provides process oriented strategies to enhance organizational effectiveness in rebate payment processing, financial controls, payment accuracy and related business functions in the department
* Participates in special projects that require contract administration and rebate calculation subject matter expertise
* Coordinate the process of managing contracts and claims on the projects
* Contracts analysis, analysis of progress in the contract implementation and contract documentation conducted in accordance with the procedures FIDIC or PZP
* Recognition of changes in the contract subject, analysis and evaluation of deviations between the contractual obligation and jobs made
* Identification of events and circumstances affecting the additional costs and duration of projects

## Qualifications for manager, contract administration

* Strong organizational, project management and managerial skills
* Excellent verbal and written communication skills, ability to interact with all levels of management
* Knowledge of government contract types, legal and regulatory requirements
* Understanding of contracting principles, practices, rules, regulations and procedures of government/defense contracting
* Contract negotiation techniques
* Ability to effectively interface with all levels of management and individual contributors