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# Example of Manager, Contract Administration Job Description

Our growing company is looking for a manager, contract administration. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, contract administration

* Oversee the process, preparation and issuance of all domestic compliance documents (non-conformance letters, defaults, terminations, de-identification and related correspondence)
* Manage six compliance coordinators to answer any day-to-day inquires and escalate any issues to leadership
* Responsible for ensuring accuracy of letters and any documentation prepared by Coordinators, as any errors may have significant impact on Company’s financial wherewithal
* Ad hoc projects primary include system improvements and providing user testing for system changes and upgrades
* Manage the Total Cost of Ownership (TCO) cost allocation for the Global TA , including the methodologies, relationships, communications, and analysis
* Analyze, interpret, and derive meaning from monthly budget reports, including trend analysis, and research issues/variances
* Develops and evaluates policies & procedures
* Conducts/attends monthly team meetings
* Conducts & facilitates training sessions for the team
* Develops, creates & executes job performance evaluations

## Qualifications for manager, contract administration

* Ability to foster ethical conduct at all times and exhibit the personal integrity required to attract and retain customers in a highly competitive market
* 4 years pharmaceutical/biotech industry with experience in government pricing and gross to revenue modeling
* Working knowledge of multiple channels including but not limited to, physician clinics, hospitals, commercial payers, 340B, the VA, Medicaid, and Medicare
* Working knowledge of the impact of pricing and contracting decisions on government price reporting including but not limited to, ASP, AMP, and Medicaid Best Price
* Strong analytical abilities, and the ability to take incomplete information and develop impactful strategies
* Prior launch experience with specialty and small patient population products preferred