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# Example of Manager, Contract Management Job Description

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

## Responsibilities for manager, contract management

* Delivery of an effective and efficient stakeholder engagement and communications plan
* Delivery of change management execution plans with effective leader alignment and workplace participation
* To ensure everyone has a meaningful job that they can excel at and they all feel part of the same team
* Presentation of monthly management results to business heads
* Review of Business Activity Statement submissions and assist with preparation of annual tax returns
* Leading or involvement as the Finance lead in projects impacting supported businesses
* Deliver new business to TA in a controlled and efficient manner through use of robust procedures and processes
* Manage a number of projects end-to-end, from gathering requirements through to sign off
* Review documentation such as prospectus, supplements, application forms, SLD's, Circulars, and provide relevant feedback by the required deadline
* Ensure all required developments, enhancements and/ or set ups are completed on a timely basis

## Qualifications for manager, contract management

* Approachable & Flexible
* Treats “customer” issues with sensitivity and discretion at all times
* Maintains an awareness of different cultures, implementing suitable levels of sensitivity
* Office type work requiring little physical effort
* Occasional to frequent overtime
* High pressure/ timelines