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# Example of Manager, Contracting Job Description

Our innovative and growing company is searching for experienced candidates for the position of manager, contracting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, contracting

* Supports the development of contract modules and budget structures to be preferably used for contracts
* Responsible for conducting all outsourcing activities and business contacts in compliance with EMD Serono's Code of Conduct, existing Quality Documents, and all applicable Guidelines and Policies applicable laws and regulations
* Supports the maintenance and further evolution of electronic document management and contract archival procedures
* Supports the definition of EMD Serono Development outsourcing strategy
* Partner with global implementation teams to ensure support to training materials development (localization)
* Ensure Work Instructions for Contracting are maintained within the region in partnership with the operational teams
* Assists teams with problem resolution, issue management, Champion required change requests through the process (interface to IT support, impact analysis, release mgt, data changes, testing )
* Identify and drive team project deliverables for the region, resource allocations, and prioritization
* Represent the company’s interests and interface directly with client negotiating
* Managing the contract execution process, from receipt of the contract request through supplier signature, including interfacing with the business partner (internal and external customers) for such activities as initial proposal discussion and Q&A for medium and highly complex agreement types

## Qualifications for manager, contracting

* 3+ years of experience in broad-based analytical, managed care payor or provider environment
* Experience managing the financial components of hospital and professional negotiations
* Experience overseeing unit cost submission and tracking
* Experience supporting cost of care needs
* Provider Analytics experience
* Experience performing complex fee modeling exercises and hospital modeling exercises