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# Example of Manager, Contracts Job Description

Our growing company is searching for experienced candidates for the position of manager, 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 manager, contracts

* Maintain proactive Business Planning and Support to ensure that all financial requirements are satisfied
* Liaison between Clinical Service Groups, Legal and Clinical Trial Teams for outsourced trials
* Developing and sending Request for Proposals (RFPs)
* Analyzing data and making recommendations
* Stakeholder management and some supplier relationship management
* Identify potential vendors
* Negotiate budget and language for contract execution
* Work closely with clinical teams in reviewing bids
* Negotiate Clinical Trial Agreements
* Ensure contract execution according to process and SOP

## Qualifications for manager, contracts

* Maintain database information as needed
* Intervene, analyze, manage and resolve business conflicts
* Participate in initiatives
* Negotiate best possible rates for activities outsourced
* Resolve PO mismatch and supplier data management
* Ensure any required documentation for transactions is complete as required