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# Example of Manager, Contracts Job Description

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

## Responsibilities for manager, contracts

* Supports activities related to proposals, engineering change notices and proposals or other contract modifications
* Prepares and disseminates information to the appropriate business unit regarding contract status, modification, deviations, negotiations, terminations, and close out activities
* Assist internal clients in developing negotiation and risk mitigation strategies as part of proposal preparation and during contract execution for complex IT contracts
* Maintain close working relationships with Business Unit leadership team, sales and delivery managers, internal Legal Counsel other internal core services groups necessary to achieve comprehensive review and risk assessment (security, tax, insurance)
* Claims management for contractual delays, disputes
* Maintaining in-depth familiarity with the details of assigned contracts
* Prepare, edit and negotiate all contracts, amendments, change orders, addendums, renewals, correspondence and other legal documents as needed
* Gather data, monitor and manage contract status, summaries and reports
* Manage project delivery of multiple projects, ensuring sign-off and delivery of projects to satisfy targets and expectations
* Ensure the proactive management of client relationships during delivery to ensure expectations are achieved, including, changes to deliverables, client change and decision making

## Qualifications for manager, contracts

* Responsible for contract close-out
* Initiates warranties and claims investigation
* 6+ years of experience in negotiating sales, professional services and related contracts
* Industry experience in contract management or sales operations roles at a technology firm
* Experience drafting, redlining and negotiating contracts for customers in North America
* Effective written and verbal communication skills, facilitating clear and open communication at all levels of the organization