Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-contract-manager>

# Example of Senior Contract Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior contract manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior contract manager

* Monitor and report project execution/progress to ensure project execution is as per specification
* Maintain and update documentation pertaining to project to ensure that project information is correct and complete
* Coordinate with other departments to clarify project related problems/issues
* Support vendor management & procurement/financial activities as assigned
* Research and gather information for use in proposal development and vendor evaluation including research on respondent’s solution, organization and competition
* Coordinate and participate in authoring and reviewing of documents including RFP documents, evaluation and selection materials, and contractual materials
* Work with the relevant business areas on defining needs, addressing issues, and ensuring requirements are being met through the implementation
* Oversee all aspects of project management, working closely with the Executive Management, the Project Management Office and other internal project stakeholders
* Facilitate Executive Steering Committee meetings with senior leaders and key stakeholders throughout the project lifecycle, to ensure positive tracking against project milestones and financial and other metrics, ensuring the project will be completed on time and within budget
* Manage and coordinate third-party vendors for delivery/enhancements of solutions including the coordination of activities

## Qualifications for senior contract manager

* Advanced Microsoft Office skills and ability to manage project artefact files (especially Powerpoint and Excel)
* Bespoke communication plans and guidance for each of our three Sector Leaders
* Strategic Solutions
* Business Development tools
* Hot topics
* Foreign language is an added plus