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# Example of Senior Contract Manager Job Description

Our company is growing rapidly and is hiring for a senior contract manager. 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 senior contract manager

* Provide guidance and coaching to your management and staff to attract, develop, and retain talent
* Management of Project Insurances
* Collect, prioritize approved projects, lead high visibility projects as needed
* Measure and assess delivery and attendance of events and identify any improvements going forward
* Maintain knowledge and database of relevant suppliers, including venues and caterers
* Maintain and refine all aspects of product marketing as required-i.e
* Be marketing lead on key partnership relationships
* Develop a robust retention marketing program and be a key contributor to merchant retention cross functional team
* Work closely with sales organization to develop acquisition campaigns that are targeted and flawlessly executed
* Manage vendor relationships, including evaluating proposals, negotiating terms, drafting creative briefs and strategies, managing deliverables and adhering to a budget

## Qualifications for senior contract manager

* Should possess eight or more years of experience and advanced leadership, communication, project-management and problem-solving skills
* University degree or work equivalency (Bachelor in engineering, technology, statistics, computer science, business management or economics preferred)
* Strong analytical, conceptual, time management and organizational skills
* Strong computer skills, including Excel, financial modeling, PeopleSoft, OBI and Smartview
* Experience in financial / expense management in the financial services industry
* Preferably degree in IT or equivalent