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# Example of Senior Contract Job Description

Our growing company is looking to fill the role of senior contract. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior contract

* Coordinate responses and lead contract negotiations with GPO customers
* Coordinate with corporate sales, SSG Finance and legal department to ensure that all business, financial and legal requirements are satisfied
* Process documents for execution and implementation
* Coordinate with counterparts in Contract Operations to insure seamless transition and implementation of all GPO, IDN, System, and individual facility agreements upon execution
* Prepare or coordinate the preparation of various forms and certifications requested by customers, for the purpose of complying with government regulations and customer requirements
* Periodically review standard proposal and other agreement templates to make them more user-friendly to the team and to provide a refreshed legal review as the environment and business model changes
* Ensure changes are implemented
* Provide functional guidance to the contractor safety lead
* Performs all sourcing related activities following strict sourcing guidelines and utilizing prescribed sourcing methodologies
* Develops and executes sourcing or utilization related initiatives that generate annualized cost reduction on total spend

## Qualifications for senior contract

* Interest in working with large amounts of data
* Bachelor’s degree from four year college in business or related field plus 5 to 8 years’ related experience or equivalent combination of education and experience
* Corporate paralegal or risk/legal background preferred
* 5+ years’ experience in the mutual fund industry preferred
* Shelton, CT
* Dresher, PA