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# Example of Senior Contracts Analyst Job Description

Our company is looking for a senior contracts analyst. 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 contracts analyst

* Oversee the planning and execution of projects related to the upgrading of shows’ planning and scheduling systems
* Work closely with the legal department to ensure contractual and legal obligations are met
* Draft contracts, appendices, letters and any other documents pertaining to the legal and contractual aspects of the department’s activities
* Do the final layout and assemble contracts while securing all approvals and authorizations required before they can be signed
* Lead certain negotiations and maintain good business relations with our strategic partners
* Works with sales and service teams the legal department to structure contracts
* Act as a liaison between Legal Department, Supply Chain Management (“SCM”), Commercial Reps and/or Credit
* Notify SCM/Commercial Reps of upcoming critical dates in the agreements
* Review and process name changes and assignment documents
* Update systems upon receipt of executed documents

## Qualifications for senior contracts analyst

* Award acquisition planning, source selection support, and post
* Demonstrate persistent follow through and ability to juggle shifting priorities with ease
* General knowledge of and experience with the Federal Acquisition Regulation (FAR) and agency FAR supplements
* General knowledge of and experience with GSA schedule contracting
* Subcontracting / teaming experience with small businesses and other firms is desirable
* Experience with contract security clearance requirements and DD254s is desirable