



# Example of Analyst, Contract Job Description

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Our company is hiring for an analyst, contract. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst, contract

- Identify areas of the contract where language may be vague or unclear, make recommendations and draft language appropriately
- Consults with team to coordinate billing schedules and maintains schedules within assigned functions
- Communicates with internal stakeholders appropriate contract updates / billing deliverables
- Opens active contracts and enters information into internal systems as applicable
- Respond to inquiries from internal and external customers and follow-up to conclusion escalating if necessary
- Coordinates entering and payment of sub-vendor invoicing
- Performs day-to-day coordination of all billing phases of the contracts
- Coordinates all contract activities with business owners/stakeholders and other support, technical infrastructure, and application teams
- Coordinates all changes to the contract scope through a formally defined change process
- Ensures completed contracts have been billed and are closed

## Qualifications for analyst, contract

- At least 3 years of experience in contract management, drafting, analysis and/or negotiation or related experience
- Previous experience in a work environment, preferably a commercial and/or contractual environment

- Basic understanding of the contract lifecycle from initial contact, commercial negotiation, approval, execution and handover
- Familiarity with the IT market and Hosting/Cloud services