



# Example of Business Affairs Job Description

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Our company is looking for a business affairs. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for business affairs

- Assisting with the management and maintenance of over 2,000 active contracts assuring accuracy of data
- Reviewing employment contracts to determine pertinent terms or exceptions to the standard to update the database in order to generate accurate report
- Providing assistance with analysis of terms and data for reporting purposes
- Compiling data for reports provided to high level executives
- Compiling and analysis of data for over 70 monthly reminder reports to executives
- Managing collection of fully executed agreements
- Updating Workday with pertinent contract information
- Compiling data and analysis of contract terms for various divisions as requested
- Developing PowerPoint decks for various projects
- Participating in planning calls for future negotiations

## Qualifications for business affairs

- Ability to work well under pressure and able to multi-task is critical
- Creative thinking and an ability to communicate concisely both verbally and in writing is a must
- Build and manage traffic process for digital and TV delivery
- Extensive knowledge of the cable television industry, particularly in the area of reality/alternative television
- An ability to defend, manipulate and structure industry-specific definitions, ,

- Must be able to reason, apply logic, make common sense decisions and work on strict deadlines, all the while managing to make accurate business and legal assessments, be highly efficient and organized and be personable and well-liked