



# Example of Contract Advisor Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is growing rapidly and is searching for experienced candidates for the position of contract advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for contract advisor

- Evaluate planned and unplanned promotional concepts and opportunities and provide recommendations based on analysis with the overall objective to drive traffic and excitement to our stores/customers
- Develop, track, and execute all levels of each promotion both internally right through external activations
- Monitor and communicate critical timelines to ensure each promotion is executed on time and on budget
- Develop and present post-mortems and provide ROI analysis to direct team and senior management
- Ensure key stakeholders, including CTR Marketing teams, inter-related businesses, and Dealers, are aligned and informed of all levels of promotions by communicating effectively and consistently
- Lead best practice initiatives that support the key learning from past promotions
- Provide ongoing event/promotional support to Dealers and respond to general inquiries as required
- Flyer support includes tracking and monitoring production stages, executing flyer reviews and communicating flyer rules and regulations to key stakeholders
- Develops strong relationships across the client base and is able to interact at all levels within the organisation
- Manages relationships, promptly responds to queries and manages

## Qualifications for contract advisor

- Register customer problems, issues , for regular escalation to Manager Client Service / Head of Institutional Operations
- Keeps detailed records of activities, discussions, and agreed actions to ensure that information is accurate
- Monitors and follows up outstanding issues
- Exceptional commitment to customer service and attention to details
- Ability to grasp technical concepts and convey such in simple, easy to understandable terms and has the capacity to work under pressure
- Well verse in using MS Office applications and has the ability to grasp technical concepts