



Example of Contract Management Job Description

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Our growing company is hiring for a contract management. 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 contract management

- Read and Evaluate all assigned contracts to understand Scope, Schedule, Terms and Risks
- Analyze and document key risk elements as part of initial contract review
- Draft and issue opening letters and change orders
- Collaborate with Project Managers in the execution of contract obligations
- Perform detailed contract analyses as required in dealing with emerging issues
- Develop negotiation strategies in conjunction with project manager
- Prepare for and participate in customer negotiations as needed
- Maintain data in automated contract management systems
- Maintain contract documents, amendments, change orders and other correspondence
- Obtain insurance policy documents

Qualifications for contract management

- Update of standard costs as required/annually as part of the budget process
- 4+ years' experience within a similar management/cost accounting type position
- Hold an accountancy qualification
- Experienced user of ERP systems
- Proficiency in MS Word, Excel, PowerPoint and online research resources

