



Example of Contract Management Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking for a contract management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contract management

- Manage the negotiation and administration of numerous complex Networkfleet customer contracts (including third party contracts) simultaneously, including product/service agreements, non-disclosure agreements, statements of work and ancillary legal documents ensuring contractual compliance with relevant terms and conditions
- Work closely with Sales in supporting the preparation of complex responses to RFIs/RFQs/RFPs for customer prospects
- Maintain current knowledge of relevant contractual procedures and practices and support special projects on behalf of the Networkfleet Contract department as directed
- Develop and establish strategic goals annually for the Contract Management area
- Participates and assists in the designing, building and implementation of the standard processes and tools to support the contracting lifecycle and to achieve best-in-class capabilities
- Preservation of Alstom's rights and entitlements as provided in the Contract
- Support and guidance to Project team on general contractual issues
- Evaluate and interpret complex IP Licensing Contracts
- Project Management including collaboration with senior management on matters where they may need to gain acceptance on an alternate approach with some latitude in decision making
- Acts independently to determine methods and procedures when assisting analysts with contract implementation and assigning team projects

-
- Keen analytical skills - demonstrating an ability to follow complex instructions, identify issues and escalate them appropriately ensuring high quality output at all times
 - Basic PowerPoint skills and knowledge of MS Access is not a must but would be an added advantage
 - Visual Basic skills (desired)
 - Ability to analyse contracts (desired)
 - Ability to challenge the status quo and proactively identifies opportunities for improvement
 - Work as an effective Team member, sharing information, providing work colleagues with assistance and collaborating with others as needed