



# Example of Contract Management Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of contract management. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contract management

- Consult with contract negotiators to recommend precise language and meaning of contracts to insure that the contract template accurately calculates the terms of the contract as negotiated
  - Monitor periodic changes in recognized coding schemes (ICD, CPT, and DRG) to anticipate impacts on contract language, calculations and reimbursement of specific contracts using those codes
  - Review and draft various production-related agreements and correspondence
  - Assist in supporting department administrative assistant with activities such as backup scheduling, answering phones
  - Develop workplans, budgets, and contract amendments
  - Being the first point of contact for a business division for operational contracting projects, and assisting them to decide on the most suitable contract approach and commercial concept
  - Management of those projects, incl
  - Collection and assessment of all business and technical content necessary for the relevant contract and involving all necessary departments and experts in order to jointly develop a sound and detailed concept to then be reflected in the contract
  - Provide lawyers with the relevant business and technical details (including the overall concept) and support them in drafting the contract
  - Oversee the day to day activities of the team to include, planning, scheduling, monitoring, and controlling workload within team
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- Minimum of 6 years related experience in contract management
- Contracting certification (CFCM, CPCM, CCCM) preferred
- Affiliation with a contract management association, such as International Association of Contract and Commercial Management (IACCM) preferred
- Be able to work well both independently working collaboratively as part of a team
- Interest and aptitude in computer-based applications for complex business processes involving Boolean expressions, symbolic representation and procedural logic
- This is more of a operational management skill related role to engage with sales/OO, delivery and STS team with a minimum of 2 years experience