



Example of Contract Management Job Description

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Our company is growing rapidly and is looking to fill the role of contract management. 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 management

- Creating and maintaining the parts price lists in SAP
- Assigning customers to the correct parts price list
- Manage the priority shipments for parts on back-order
- Split orders as needed
- Communicate shipment schedule to customer as needed
- Approve shipments of back-ordered parts for US and ROW
- Complete installed base updates as needed
- Equipment Trade In tracking and processing returns and rebates
- Review, edit and negotiate contract language and amendments (in collaboration with account managers) with customers to minimize unfavorable business terms and risks to the company
- Monitor a wide variety of data and work with field sales and Health Systems account managers to highlight, investigate, and monitor customers with accounts not in compliance with the terms of the agreement

Qualifications for contract management

- Knowledge of computer software including Microsoft Word, Excel, PowerPoint and Access
- Healthcare consulting a plus
- Experience in budgeting, healthcare industry supplies, materials, supply chain, standardization, utilization, product adoption/implementation, contract

- Paralegal Certificate or other legal training • Law Degree • Fluent in English (spoken and written) • Experience in Contract Management • 2-4 years of overall work experience • Basic legal training (Paralegal course or acquired on the job) • Familiar with legal and contract terminology • Project management experience • Open for working in shifts (2pm-10pm)
- 1-3 years of contract management experience (knowledge of contract terms & conditions, contract life cycle management,) preferably in a procurement or sourcing environment
- Contract management system knowledge (Ariba Contract Management or similar)