



# Example of Contract Manager / Senior Contract Manager Job Description

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

Our growing company is hiring for a contract manager / senior contract manager. 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 manager / senior contract manager

- Lead, implement, support, and drive continuous process/system improvement initiatives across the Distributor Chargeback Operations teams while leading and promoting business process integration across Contract Operations
- Work closely with GSM, GCO and BU to prioritize new contracts & renewals, be the point person for all contract matters
- Oversee chargeback operations for all financial aspects of the chargeback process including the resolution of chargeback disputes and other financial related activities
- Act as the US Commercial Operations site lead for San Antonio to ensure ongoing communications of Comm Ops strategic objectives in order to promote collaboration and unity
- Work closely with resources in the NASSC to continuously identify new technologies and processes which will benefit Commercial Contracting and Commercial Operations overall
- Ownership of yearly residential marketing calendar/priorities & development of marketing plans to drive new customer acquisition for the residential (Internet, TV, Smart Home Monitoring, Home Phone, Bundles) business across both Ontario & Atlantic
- Lead cross-functional teams in understanding & delivering on quarterly marketing initiatives, and manage own quarterly program launches/execution

- Own, understand, monitor and track against business objectives quarterly, identify trends or gaps, and provide insights and recommendations on outcomes
- Lead the development of campaign deliverables for assigned projects

### **Qualifications for contract manager / senior contract manager**

- Must be familiar with standard procurement policy and contract procedures
- Of the Bank's overall MIS program initiative
- CA, CMA, CFA or University degree in Business or Computer Science, with at least 5 years experience in the Finance area of a major financial institution and/or demonstrated work experience in managing projects in a cross functional environment
- Good knowledge of complex financial products, and related financial reporting requirements
- Good working knowledge of Scotiabanks Finance systems
- Good judgment and customer-service friendly