



Example of Contract Manager Job Description

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Our growing company is looking to fill the role of contract manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for contract manager

- Review opportunities for program wide procurement of products, materials, or systems
- Research architect, engineers, and other consultants active in the site-specific city
- Prepare a list of builders, or prime trade contractors whose experience would be appropriate for the project
- Review shop drawing procedures and monitor prompt submission by the contractors and subsequent approval by the architect and engineers
- Promote and ensure high standards of business ethics and integrity pertaining to the sale of goods and services to federal, state, and local government agencies, and ensure compliance with PAI's contractual obligations and applicable government statutes and regulations, including the Federal Acquisition Regulation (e.g., TAA, BAA) and agency supplements
- Identify, communicate and advise concerning legal, financial, regulatory and business risk in commercial and government contracts
- Ensure all website registrations
- Maintain good level of public relations with outside suppliers strong partnership with internal users
- Collaborates with finance, legal and market access teams to ensure compliance of pricing contracts
- Proactively identifies potential issues and, in collaboration with finance and market access teams, solves problems that arise in the areas of rebate processing

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- Strong Contract management experience (drafting and reviewing) and Legal Knowledge & experience (contract negotiations, review, risk assessment and mitigations)
 - Must be fluent in German or French and English, preferably with regional foreign languages is a bonus
 - Minimum five years of experience in Metro Projects, total experience - 8 to 15 years
 - Should have good knowledge of construction contracts for metro projects
 - Bachelor's degree in business or legal related field required
 - At least 3 years of experience with litigation, or at least 3 years of experience with negotiations or at least 3 years of experience with contracts