



Example of Contract Operations Job Description

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Our company is hiring for a contract operations. 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 operations

- Plays a leadership role in cross functional initiatives involving new / updated pricing and contracting strategies, terms, conditions, contract compliance, and overall rebate revenue management
- Maintain all GPO, ACO, IDN, and Physician Group Membership requirements and effectively communicate with appropriate EMD Serono stakeholders
- Ensure appropriate and updated 340B membership requirements are met provide analytics and organizational controls to maintain standard operating procedures
- Facilitate setup and management of all new contracted customers, to include GPOs, IDNs, Specialty Distributors, Specialty Pharmacies, Physicians Groups, and appropriately contracted trade customers
- Partner with all stakeholders to ensure appropriate class of trade management for all EMD Serono products
- Ensure successful communication and partnership with all stakeholders to resolve any chargeback line items by analyzing pricing, eligibility, and customer lists to identify appropriate revenue management opportunities
- Partner with therapeutic and trade leads to ensure successful management of Specialty Pharmacy contracts
- Manage all product and pricing changes to appropriate internal and external stakeholders
- Act as the primary contact for all internal and external pricing inquiries related to customer pricing while insuring consistent compliance with contracts and guidelines

Qualifications for contract operations

- Direct Sales - Coordinates loan closing activities including interacting with credit to obtain additional information, contacting customers to advise of approvals and any documents required at closing, and scheduling appointments with the branch
- Ability to maintain confidentiality operate pertinent office and/or mechanical equipment
- Exposure to the Securities Operations like the CSC would be an asset
- Advanced Excel skills are a must with knowledge of Microsoft Access a plus
- Knowledge and understanding of the financial industry and capital markets would be an asset
- Experience within a competitive intelligence, business intelligence, financial planning and analytics unit, or strategy consulting