



Example of Contract Operations Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of contract operations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for contract operations

- Support analytical input into the development and implementation of a world class pricing strategy within matrix team environment
- Maintains ownership of Corporate and Procurement Card programs, including expansion and compliance program
- Manages Voice of the Customer process to ensure customer feedback is collected and resolved
- Leverage and expand use of technology to ensure efficient process
- Maintain responsibility for accurate pricing by item and contract tier levels for all assigned contracts negotiated by Corporate Sales Team
- Track new items and submit to GPO new items with appropriate contract pricing for acceptance and inclusion on contract on a regular basis
- Manage uploading all pricing additions, changes, expirations, flags, and extensions in SAP required
- Notify GPO contract customers of discontinued items and replacements as necessary
- Develop RFPs as required
- Develop working knowledge of all pricing terms and conditions of all contracts

Qualifications for contract operations

- Excellent customer or sales support experience
- Strong internet navigation knowledge
- Ideally 2+ years experiences in a similar role

- Format and publish regulatory submission documents to ensure that they meet the company's style and publishing guidelines
- Ongoing maintenance of submissions (including supplements/ amendments/ annual reports/ responses to FDA review letters & requests for information)