Our innovative and growing company is looking for a contract operations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for contract operations

- Develops working knowledge of product and product group classifications to determine proper discounts per contracts
- Prepares sales history data for analysis and submission to Corporate Sales customers
- Generates monthly/quarterly sales volume and administration fee reports according to terms of group purchasing agreements
- Create administrative fee check requests, validates payment amount with relevant product finance department and assures that payments are made in accordance with contract terms
- Develops working knowledge of contract pricing and administrative fee terms and conditions in order to develop processes and procedures to meet contract obligations
- Schedules regular review process of membership lists published by group purchasing organizations
- Maintains access, where necessary, to GPO websites to download such lists in accordance with contractual terms and conditions
- Timely processes membership additions and deletions identified on published lists and follows schedule to review each major GPO list according to standard operating procedures
- Receives hard copy and electronic requests for changes in contract tier levels
- Distributes requests as necessary to appropriate field personnel for validation

- Experience testing and QAing pixel implementation with web debugging tools (Fiddler, Chrome, Firefox applications)
- Minimum of 5 years directly related experience required
- Ensure regulatory timelines are properly established, maintained, and on-target
- Bachelors Degree in a scientific discipline or equivalent is required
- Proficient in Microsoft Office, Acrobat
- Experience with StartingPoint templates and/or ISI Toolbox preferred