Our company is growing rapidly and is looking 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

- Maintains detailed files to document membership review procedure and contract tier changes, including creation of electronic copies of "Letters of Participation"
- Develop working knowledge of terms and conditions of all contract programs to provide guidance to Customer Service Representatives, and Sales Representatives
- Participates in negotiating and modifying standard contracts and assists in negotiating and modifying non-standard contracts/subcontracts
- Oversee evaluation process for incoming vehicles and authorize moving vehicles into secondary disposal versus auction remarketing stream according to established process
- Review of the service history, warranty work, vehicle history report, mechanical and cosmetic condition of incoming vehicles
- Oversee repair and campaign closure processes at auction to meet QA and VGCA compliance requirements
- Participate in meetings focused on benchmarking primary vehicle enhancement efforts in terms of timeliness to market, and cost effectiveness and positive ROI
- Manage vendor services and billing
- Provide support to other team members as necessary
- Facilitate ordering, inventory control and security for parts and tools

Qualifications for contract operations

- Experience operating tag management platforms (Tealium, TagMan, BrightTag, Google Tag Manager)
- Library experience helpful but not required
- A minimum of 2 years relevant experience in the areas of pricing, contracting, forecasting, and financial modeling required
- Ability to collaborate and communicate with appropriate stakeholders to execute analysis in support of decision-making and planning
- Strong advanced analyses (analytical, quantitative, and qualitative) capabilities required to ensure quality and validity of data and resolve data problems as necessary
- Ability to perform advanced analyses required