



# Example of Contract Operations Job Description

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Our company is looking to fill the role of 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

- Assure that all shop activities are performed in an efficient and safe manner that is compliant with all health and safety standards, environmental regulations
- Function as liaison between Sales and Supply in order to prepare customers' offers (RFP) in an accurate and timely manner
- Process customers' awards through the system from their initiation to completion, ensuring
- Provide feedback, training, and coaching to Contract Specialists
- Review of daily quotations insuring compliance with GSA pricing compliance
- Submit on-line web bid proposals for related RFQs
- Prepare Government shipment in accordance to Contract Labeling requirements
- Assist in the preparation and review of requests for State and/or Government proposals
- Monitor Contract Specialists to ensure all Government and GSA orders are processed in accordance to the Government Contract
- Coordinate with Legal, Sales Mgmt and others as needed

## Qualifications for contract operations

- Minimum of 1 years of Buy and Bill, GPO, Chargeback, and trade customer experience required
- Demonstrated knowledge of the healthcare, pharmaceutical, managed care,

- Extensive Experience in Managed Care Buy and Bill, trade, Chargeback, working with pricing data, and applying direct contracting experience preferred
- Ability to prioritize and respond to a high volume of work in a deadline intense environment
- Ability to work with sophisticated system applications
- Collaborate with and guide Clinical Operations and Research staff on project prioritization and resource assessment and allocation