



Example of Contract Senior Job Description

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Our innovative and growing company is looking to fill the role of contract senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contract senior

- Review and identify relevant terms and conditions critical to the operations necessary for the sale of mutual fund shares
- Engage appropriate parties in decisions involving regulatory requirements to help analyze and quantify risk
- Maintain strong and effective relationships with internal and external clients/firms by preparing and disseminate information to appropriate parties regarding pending agreements across multiple lines of business
- Maintain deadline on deliverables and communicate on an on-going basis with all appropriate parties about issues concerning a client's distribution syndicate
- Ensure corporate action notices are set up in a "client friendly" manner enabling clear understanding, clarity and accuracy and released in an accurate and timely manner within established deadlines
- Review and provide feedback on existing policies and procedures to ensure that the accurately reflect current processes, whilst updating outdated procedures
- Responsible for ensuring that where Contract Management is deployed, contract compliance is maintained and issues resolved
- Responsible for consultation, escalation of business issues or CM positioning issues which are not solved satisfactorily by the project team
- Determines the effective and efficient assignment of duties to positions for Contract Management team, engagement/project staff and outside contractors

Qualifications for contract senior

- Experience as a federal contracts official in an R&D environment
- Experience with adjudicating OCI concerns as a federal government contracts official
- MS or JD degree preferred
- FAC-C Certification preferred
- 10+ years of experience with the full range of federal government contracting, including Organizational Conflicts of Interest (OCI), including 5+ years of experience in a leadership role
- Minimum two years contract administration or similar experience, preferable in television or film distribution required