



Example of Contract Specialist Job Description

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Our company is looking to fill the role of contract specialist. 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 specialist

- Act as a contact between the legal team of attorneys and business owners, ensuring efficient and prompt resolution balancing best practices and business needs
- Analyze the risks and balance with the business goals to provide guidance to business owners
- Communicate with business owners, legal professionals and other subject matter experts and stakeholders about negotiation progress and effectiveness
- Guiding business owners through contracting related internal procurement processes, policy compliance, contract template usage, risk assessment and auditing
- Coordinates with Sales and Delivery Specialists to ensure that all required documents pertaining to the transaction are complete and accurate
- Prepare and review complex auto loan and lease contracts within company guidelines
- Records information and ensures data quality in multiple record keeping systems including but not limited to Salesforce, Route One and App One
- Serves as an authority on vehicle tax and other fees by geography, keeping abreast of changes as they are announced and communicating them to the team in a timely manner
- Participates in testing of new and updated forms and processes
- Populating contract templates and entering data into the corporate contract tool

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- Be able to manage multiple priorities, work efficiently under pressure, seek appropriate supervisory input where needed, and consistently meet tight deadlines
 - Be able to work independently under the supervision of lawyers in the APAC region
 - Be excited by the software industry and ideally have relevant experience with Software-as-a-Service or professional ICT services
 - Enjoy creative thinking and problem-solving in a rapidly changing environment
 - Tracking and updating agreement status in CRM, as the contracts move through the contract lifecycle
 - Collaborating closely with CELA