



Example of Contract Specialist Job Description

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

- Draft and execute complex legal documents, such as contracts, settlement agreements, correspondence, reports, and other documents relating to non-litigation matters
- Conduct legal tasks including acting as business liaison between in house counsel, outside counsel, affiliate companies, and other parties
- Provide research and support activity and counsel and advise company personnel to help develop solutions on a variety of complex problems
- Provide training related to specialty areas to employees and third parties as needed
- Utilize electronic document management systems (iManage and e-ICD) to manage document retention and contract monitoring
- Review, negotiate and draft customer contracts and amendments
- Review, negotiate and draft additional commercial contracts
- Provide guidance with attorney supervision, general legal advice
- Manage the full cycle process of contract process by creating templates using standardized language that has been approved by the legal team, developing a system for tracking amendments or changes, utilizing correspondence point person templates
- Provide a centralized point of expertise and accountability to ensure that contractual requirements are met

Qualifications for contract specialist

- Passion for technology and games
- 6+ years of full time experience as a Contract Specialist or Paralegal
- Experience with handling commercial agreements
- Experience with iManage and e-ICD
- Skillful in Microsoft Office Suite and Oracle