



Example of Contract Specialist Job Description

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Our growing company is searching for experienced candidates for the position 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

- Review and process government bid documents
- Conduct necessary legal and corporate research analysis on various matters
- Prepare and review corporate documents
- Supervise and serve as a liaison for bankruptcy matters
- Process and respond to miscellaneous documents delivered to Legal Department
- Internal customers (Sales, Legal, FP&A and Transfer Agent) to gather complex data and negotiate contract terms regarding revenue sharing agreements, VI admin and sub-accounting agreements
- Shareholder servicing and participation agreements, and vendor contracts
- Educate business partners and sales team on legal and business issues which may impact negotiations of pending contracts
- Partner with National Account Managers and Legal Counsel to review and approve all contract terms before they are executed internally and sent to end client for counter-signature
- Where necessary make changes and re-draft relevant sections

Qualifications for contract specialist

- Demonstrate flexibility and the ability to collaborate and influence others
- 6 - 12 months of clerical accounting experience
- Have at least 2 years relevant professional experience, preferably as a

- Fluency in Japanese (Reading/writing) and high business level English
- Experience in reviewing and summarizing contracts and other corporate documents
- A minimum of ten years combined business and legal experience, including contract drafting, negotiation and management