



## Example of Contract Specialist Job Description

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Our company is looking for a contract specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for contract specialist

- Responsible for upholding compliance by identifying, researching, and analyzing data related to potential violations of brand's policies and procedures and abuse of company's intellectual property
- Upholds strict adherence to policies and procedures, ensuring required documentation, reviews, and approvals are obtained
- Advanced knowledge of product lines & competitor arrangements to evaluate proposed increases, draft Business Case PowerPoint Presentations with pertinent financial and relationship facts
- And share recommendations with Financial Support & Contracts Manager/Director
- Confirm that rates offered to clients have been approved by appropriate internal parties (Financial Intermediary Committee and/or Executive Management Counsel) and are in line with market rates for competitors of same size
- Highly involved with sales organization audits of marketing support agreements and/or other servicing agreements
- Provide evidence and explanations of variances as requested
- Provide updates on regular basis regarding status of proposals to National Account Team, Sales Management, & other interested internal parties
- Work with Financial Support and Contracts Manager to adapt where necessary company contract templates and ensure the consistent use of most up-to-date contract template language and contracting standards
- Support other types of agreements where necessary liaising with Legal Counsel as needed

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- Have a law degree from a recognized University, with good academic credentials
  - Legal experience, preferably in a large corporate environment, is preferred
  - Partner with Financial Support Specialists and TA on research issues related to new, changed or terminated contracts
  - 2-5 years related work experience in financial contracts field strongly preferred
  - Broad experience in financial industry preferred (sales and/or compliance background beneficial)
  - Strong ability to extract and analyze complex data relating to financial and business issues