



Example of Contract Specialist Job Description

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Our innovative and growing 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

- Review non-disclosure agreements, statements of work, and other standard legal documents
- Interpreting business and legal terms
- Act as a "point person" for the collection of information and feedback from disparate groups (e.g., finance, operations, security, product,) during the contracting process
- Assist in revising and editing standard form contract templates, developing new form templates to support new products, service requests and the performance of additional professional services
- Prepare escalations of risk issues for approval by senior management
- Effectively interact with the Legal Department professionals regarding legal terms of contracts and, when necessary, business terms
- Learn the business products and stay current with them and with industry trends and news
- Performs and manages all activities associated with negotiation, contracting and finalization of investigator site contracts
- Responsible for managing internal relationships and prioritizing assignments
- Prepares contracts and leads budget negotiations of moderate to high complexity for a variety of therapeutic areas

Qualifications for contract specialist

- Must have the ability to work in a fast paced environment with changing

- Must have mathematical skills to calculate various financial data
- The ability to work well with employees at various levels
- Ability to formulate concise arguments and compelling presentations
- Bachelor's degree, or 5 years of equivalent contract management, contract administration and/or paralegal experience