



Example of Contracts Analyst Job Description

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Our innovative and growing company is searching for experienced candidates for the position of contracts analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for contracts analyst

- Leads process improvements within the contracts organization as it relates to specification reviews and change management protocols
- Provides guidance and data as requested to the Division Contracts Director, Manager, Contracts Management, and Plant personnel on Customer Specifications, Change Management Processes & Procedures, and applicable Shop Floor related matters for Key FED Customers \((Top 5)\)
- Follows and administers the FED Conveyance Specification and Change Management procedures, and concurrently addresses individual customer and shop floor communication requests
- Administers Shop Floor Instruction \((SFI)\) creation, review, updates/modifications based on Customer specification, contract reviews and internal requests
- Updates required product details/information within the internal databases, tools and systems as assigned
- Request quotes from FED pricing department on Change Requests and/or submits Change quotes to customers per FED processes and procedures
- Assists with reviews and challenges contested invoices from Customers as assigned
- Tracks, challenges and reports on internal and external key and strategic metrics as related to Change and Specification Management or as assigned
- Manage/mitigate customer claims, disputes and contested invoices as assigned
- Drives savings initiatives and goal attainment in line with profit plan and

Qualifications for contracts analyst

- Excellent time management skills, including the ability to bring a project to completion
- Undergraduate degree and 4-6 years relevant experience or Graduate degree in Law and 2-3 years relevant experience
- Experience in Supply contracts, contracts drafting and contract workflow process
- Knowledge of standard Procurement Systems, Tools and Processes (e
- Evidence that valued contracting results were delivered to the business
- Leads and reports on assigned departmental goals/metrics as assigned by Conveyance Manager, Contracts Management