



Example of Contracts Coordinator Job Description

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Our company is searching for experienced candidates for the position of contracts coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contracts coordinator

- Review and process proposals, participate in contract negotiations, oversee contract administration and handle vendor interaction to provide proper contract acquisition
- As needed, provide guidance on contract matters to project managers or other operational staff, including training to new project managers and/or contract administrators and other employees in contracting practices and procedures
- Coordinate with Operations Management and production planners to integrate program schedules that support contractual delivery commitments
- Existing Contracts
- Monitor all existing contract statuses via the company's Contract Management System
- As contracts come up for renewal or expiration, research contract activity in Accounts Payable determining the go forward actions necessary
- If supplier contract is deemed active, hand off research and contract information to Contracts Administrator to negotiate renewal, addendum or termination
- File completely signed document (Term/Amend or renewal) in repository, updating appropriate metadata
- Maintain client contract database, including all revisions and corrections
- Create Client Reporting Forms (CRFs) for client agreements

Qualifications for contracts coordinator

- Ability to expertly organize, prioritize and manage multiple tasks with a high degree of accuracy
- Ability to work independently, but also thrive in a team environment
- Experience in higher education with a strong knowledge of course life-cycle and fiscal processes
- Obstacles
- Must have the ability to solve problems and use business good judgment
- The ability to multi-task and appropriately prioritize work