



Example of Contracts Coordinator Job Description

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Our growing company is looking to fill the role of contracts coordinator. 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 coordinator

- Perform all aspects of contracts lifecycle management, including filing and data entry
- Must possess the ability to work with operations, marketing, finance, engineering, IT, HR and legal as required to manage the internal review and approval process
- Route contract requests to Contracts or Legal team members as appropriate
- Manage all other contracts lifecycle management tasks
- Possess the ability to review contract documentation for specific contract terms required for entry into contracts database
- Create and generate reports from contracts database
- Perform other duties upon request Update and maintain the Legal Department intranet website
- Develop and support CLM (contracts lifecycle management) best practices
- Maintain high level of both written and oral communication with internal departments, external client contacts
- Interacts with associates from internal departments such as Supply Chain Management, Information Technology, Marketing, Sales Operations, and Legal

Qualifications for contracts coordinator

- Ability to follow established procedures and processes established by the Legal department and governmental guidelines

(preferred)

- Bachelor's in business social sciences or related field
- Demonstrated experience with contracts and knowledge of the television distribution business
- Self starter, independent worker, but also a team player
- Detail-oriented and attentive to high standards of accuracy