



Example of Contracts Coordinator Job Description

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Our company is growing rapidly and 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

- Carry out safety observations and coach team members in the same
- Use all designated tools to lead communication and improvement processes (Pre start boards, Reliability, 1SAP etc)
- Guide the Contractor Maintenance Supervisors and Teams to identify and resolve operating problems arising during the shift
- Use Task Assignment operating discipline to maintain a shared understanding with the Contractor Maintenance Supervisors and Teams of tasks assigned and how these were performed
- Proactively identify disparities, gaps and contradictions in business specifications and edit contracts accordingly, seeking approvals if necessary
- Demonstrated contracts/legal background
- The Clinical Trial Contracts Coordinator acts as a liaison with Legal Department and sponsor to ensure applicable language inclusion in the clinical trial agreement and works closely with Research Study Coordinators to ensure study visits are being reported in a timely and accurate manner each month
- Actively participates in procedure refinement, new system implementation and process updates
- Interacts with PIs, Office of Sponsored Projects (OSP), Accounting and Research Administration (RA) staff to resolve moderately complex problems that cross departmental lines to optimize the use of funds
- Serves as the single point of contact for clinical trials-related activities, and works in collaboration with Office of Sponsored Projects staff and other

Qualifications for contracts coordinator

- Ability to work independently collaboratively in a collegial environment
- Bachelor's in business, mathematics, computer science, or a related field
- Ability to follow directions and work independently collaboratively in a collegial, fast-paced environment
- Can manage a significant volume of agreements in a timely manner
- Bachelor's in business, contracts administration, legal studies, economics, or a related field
- Track and organize contracts