



Example of Contracts Coordinator Job Description

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Our innovative and growing company is looking for a 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

- Maintain the Research Center for Liver Diseases Center grant budget and assist with charge-back program
- Coordinate annual symposium for the Liver Center and Liver Center Director's Meeting
- Responsible for a high level of data administration into the Contracts Access Database
- Manage daily communications to external business partners, incl
- Approve access, with field input, to GPO pricing based on analysis of sales potential, past purchase history
- Complete standardized reporting requests of active and expiring contracts and liaise to internal partners including the Sales, Marketing and Commercial Excellence teams
- Manage customer affiliations and membership lists for consistent Parent - Child relationships utilized throughout the organization
- Ensure appropriate approval documentation and system implementation of contract extensions
- Collaborate with the Contracts Analysts on the development, implementation, and maintenance of new and existing customer contracts in a professional and timely manner
- Assist with practical coordination of bids for contracts as needed

Qualifications for contracts coordinator

- Must have the ability to listen to others and to work well as part of a team
- Must pay exceptional attention to detail, ability to manage own time effectively, produce work of the highest quality, and meet deadlines consistently
- Must be proficient in office procedures and possess good writing and verbal skills
- Must be proficient in all Microsoft Office tools, as well database usage and maintenance