Example of Contracts Representative Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of contracts representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for contracts representative

- Develops and/or maintains effective working relationships with customer counterparts and the next level within the customer organization
- Advises internal clients (sales/purchasing and program managers and purchasing managers) concerning contractual requirements
- Analyze incoming appointment requests to determine the type of relationship and applicable distribution channel
- Enroll agency and producer appointments and contracts based on state regulations and internal procedures
- Enter and maintain agency and producer data
- Update and maintain coding to support production reporting and incentive compensation
- Process agency and producer change requests to include terminations, name changes, mergers, address changes, relationship changes, etc
- Responsible for handling appointment, commission and user access phone inquiries
- Investigate discrepancies found or issues reported
- Track online access requests and commissions based on policies and procedures

Qualifications for contracts representative

- Ability to obtain a Counterintelligence Polygraph (CI Poly) post-start
- A minimum of 6 years experience with negotiating and contracting processes

- NCMA (National Contract Management Agency) involvement
- Education Certificate in Contract Management