



Example of Manager, Contracts Job Description

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Our company is growing rapidly and is looking for a manager, contracts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for manager, contracts

- Manage a variety of federal contracts from both the Civilian and Defense sectors Conducts proposal preparation, contract negotiation, and administration of major contracts
- Review and evaluate terms and conditions and make recommendations for their revision and/or acceptance
- Provide guidance and leadership to sales and BU Management in addressing a broad range of contract matters including financial and performance risk
- Work closely with sales and management with the aim of devising contracting solutions to help them attain their business goals
- Team with the Business Unit to manage contract disputes
- Advise and interface with Senior Management on a broad range of commercial issues including terms and conditions, payment provisions, bid clarity and compliance issues
- Possess and demonstrate a core competency in leading teams in the planning, authorization, and execution of negotiations in a responsive, professional, and business-like manner
- Negotiating prime contracts with UK/overseas commercial customers and with UK Ministry of
- Manages and integrates daily work activities of assigned employees to ensure compliance with corporate, contract and legal requirements
- Work very closely with the Government or Prime customer contracts representatives

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- Bachelor's or Advanced Degree in a related field
 - Successful candidate will be a self starter with strong analytical and problem solving skills
 - Minimum of 4 years' professional work experience with at least 2 yrs
 - Minimum of 3 years' experience, including experience in contract review, negotiation and drafting
 - At least 8+ years of experience with complex commercial contracts in either a law firm or in-house setting
 - Experience reviewing, negotiating and drafting software contracts is preferred