



# Example of Offer Manager Job Description

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Our company is hiring for an offer manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for offer manager

- General administration and reporting
- Work collaboratively across the organization to negotiate and draft language for a portfolio of Sales Agreements and Strategic Incentives
- Manage the sales agreement contract lifecycle for a specific portfolio of Agreements, including planning, analyses, drafting/redlining, negotiation, facilitating internal approvals, execution, amendment, extension and retirement
- Create customized documents, templates, and various correspondences in support of all business units as needed
- Serve as the ATM Availability SME, with industry knowledge of all major influencers based on assessing market trends
- Drive market and customer input into the overall service design programs and its activities, including recommending requirements, communication plans, identifying and managing issues and risks across projects
- Develop strategies for quantifying the business and technical values of Service Offers and impact on Financial Institutions and consumers
- Work with other Offer Managers to develop technical value-add measures, goals, customer requirements and alignment with ATM availability and Failed Consumer Interactions
- Engage with other technical teams to quantify and manage the impact of service in the design, operation and servicing lifecycle of an ATM in the year 2020
- Required to oversee and coordinate multiple projects, which comprise a

## Qualifications for offer manager

- Familiarity with US Antitrust laws and Sarbanes Oxley
- Must be able to work independently, multitask and prioritize workload in order to meet demanding deadlines including flexible work hours
- Experience in negotiating complex, strategic contract strategies and offerings
- Strategic and analytical problem solver with business acumen
- 10+ years demonstrated gradual Solutioning/pre-sales experience in a IT Outsourcing and Managed Services in organization or, in the end user services market
- Experience in working and developing end user and workplace services product portfolio and creating pre-sales and delivery structures and models