

# Example of Senior Contracts Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of senior contracts manager. 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 senior contracts manager

- Provide guidance and lead negotiations in collaboration with other stakeholders on master agreements and supply service agreements
- Develop and ensure implementation of procedures and systems for FHI 360 contracts and procurements at country and provincial office levels
- Responsible for negotiating, structuring, drafting and/or managing vendor agreements, outsourcing contracts, consulting services, terms of use, software license, consulting services, non-disclosure, and customer paper agreements
- Participates in proposal and contract reviews and approvals
- Review contractual terms and conditions for their acceptability, , assessing risk and impact to the proposal utilizing the Company resources including legal, operations, and pricing, as necessary
- Leads and conducts proposal and contract negotiation and management of contracts
- Coordinates inputs from the sales, finance, business development and service teams the legal department to structure contracts and proposals
- Provides contract and proposals status and assistance to the program manager, functional areas, and management
- Acts as principal interface with internal/external customers on contractual matters

and the development of the Operations personnel

## Qualifications for senior contracts manager

- Strong understanding of regional payer environments, including coverage and reimbursement, HTA and payment policy and value drivers
- Ability to conduct situation analyses of external pricing and reimbursement environments and to synthesize relevant information to develop strategic plans
- Ability to champion ideas, take decisions and focus on results
- Direct experience in product planning and/or commercialization
- Advanced analytic experience including modeling techniques
- Experience in the administration of commercial and/or governmental contracts is preferred