

## **Contract Manager Job Description**

### **Contract Manager Job Description:**

#### **Overview:**

The Contract Manager is responsible for managing and overseeing all contracts throughout their lifecycle. This role involves negotiating the terms and conditions in contracts, ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution.

#### **Key Responsibilities:**

- Lead the negotiation, structuring, and management of contractual documents.
- Ensure compliance with the terms and conditions of contracts, including monitoring all payments and obligations.
- Collaborate with legal department to ensure contract terms comply with legal requirements and company policies.
- Manage the contract lifecycle, including initiation, analysis, negotiation, monitoring, modification, renewal, and termination.
- Act as the main contact for customers and suppliers regarding contractual matters.
- Provide contract-related issue resolution, both internally and externally.
- Maintain a deep understanding of the company's service or product offerings to ensure accurate contract development and management.
- Develop and implement procedures for contract management and administration in compliance with company policy.

#### **Qualifications:**

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- Bachelor's degree in Business Administration, Law, or related field.
- Proven experience in contract management or related field.
- Strong negotiation and communication skills.
- Ability to work independently and handle multiple tasks simultaneously.
- Detail-oriented with strong analytical and problem-solving skills.
- Proficient in Microsoft Office and contract management software.

### **Salary:**

- The salary for a Contract Manager varies depending on experience, industry, and location.

Research current market rates for a more accurate figure.