



JOB DESCRIPTION

Position Title: Contracts Administrator

Job Summary

The Contracts Administrator is responsible for performing the full range of contractual responsibilities from proposal development to contract closeout. Manages negotiating, structuring, and tracking/filing of contractual documents that establish business relationships with vendors, customers and/or partners. Reviews documents for protection of the company's business interests and adherence to company policies. The position calls for a personable professional who possesses a high degree of integrity.

Responsibilities

- Providing contracts administration, including managing, drafting, redlining, negotiating, follow up and finalizing company agreements
- Serving as a liaison between internal and external customers to efficiently drive the contract review and approval process to conclusion
- Analyzing all aspects of non-disclosure, service, partner, and other company agreements by applying general contract and intellectual property principles and knowledge to independently identify and address a variety of contract issues
- Coordinating contract review with outside counsel, as needed
- Recommending appropriate modifications to contracts, engaging and collaborating with internal stakeholders as may be required
- Managing and maintaining company records in compliance with document retention and contract policies and procedures
- Reviewing Statements of Work to ensure the scope is clearly documented and aligned to deliverables
- Coordinating signatures on all contracts according to the signature approval matrix
- Track contract dates and status to determine renewals and addendums as needed
- Ensuring contracts are fully compliant with company policies, procedures and approvals
- Manage special and ad hoc projects, as needed

Required Skills and Abilities

- Strong written and verbal communication skills including the ability to communicate contract concepts effectively across all levels of the organization
- Excellent interpersonal and negotiation skills
- Ability to develop close working relationships and work collaboratively with internal and external customers
- Outstanding organizational skills with a high attention to detail
- Ability to work independently with little oversight
- Ability to effectively multi-task, re-prioritize and work independently to meet deadlines
- Ability to maintain confidentiality

Education and Experience

- Bachelor's degree plus a minimum of 2 years related work experience
- Strong understanding of contracting and intellectual property rights and principles
- Experience working in the pharmaceutical, biotechnology or medical device industry is preferred
- Strong computer skills, including knowledge of databases and spreadsheets, are required