

# CONTRACT SPECIALIST

## Job Type: Full-Time Employment

Summary Overview: a professional who drafts and reviews contractual agreements between companies and suppliers of products or services.

## Essential Functions:

- Negotiating contract agreements for products and services
- Assessing contractor performance to identify the need for amendments of existing contracts
- Preparing and editing contracts between the company and potential clients
- work with our legal department and directly with vendors to help draft, edit, and process legal contracts as needed.

## Education:

High school diploma required; Bachelor's degree in Business Administration or related field preferred

## Day-to-Day Responsibilities:

- Handle breach of contracts in a timely manner
- Serve as the main liaison with outside contracting representatives
- Develop and implement effective procurement proposals
- Research regulations to ensure contracts are updated and in compliance with laws
- Coordinate with clients to guarantee terms of contracts are fulfilled in compliance with the terms and regulations

## Skills:

- Proven work experience as a Contracts Specialist or similar role
- Excellent oral and written communication skills
- In-depth knowledge of procurement regulations, contract documents and legal specifications
- Outstanding negotiation and interpersonal skills
- Ability to resolve client complaints and concerns
- Relevant training and/or certifications as a Contracts Specialist