**Contracts Manager Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Contracts Manager to work collaboratively with other members of the legal team locally and globally to ensure best-in-class, seamless support to our client.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provides responses to bids, proposals, and contract negotiations.
* Prepares requests for proposals for distribution to vendors.
* Develops a set of standard contracts for the company.
* Analyzes all requirements and provisions in contracts, including terms and conditions, to ensure compliance with all laws and regulations and company policies and procedures.
* Ensures that contracts are executed in accordance with corporate guidelines.
* Conducts research prior to writing contracts.
* Audits existing contracts and oversees contract modifications.
* Analyzes a contract’s risk to the business.
* Visits client sites and meets with business partners.
* Monitors the performance of each signed contract.
* Ensures that business goals are accomplished by contract implementation.
* Trains and supervises other contract professionals.
* Communicates contract implementations to subordinates.
* Maintains a computer database for the company’s contract management system.
* Conducts analysis of new laws, regulations, and contract trends to determine the potential impact on the business.
* Coordinates with the finance department to ensure correct billing and collection of contractual revenues.
* Ensures that contracts are in line with corporate goals and objectives.
* Leads complex contract negotiations and manages all changes in and addendums to existing contracts.
* Identifies potential improvements to existing policies.
* Prepares reports on the status of contracts for management.
* Conducts special projects as assigned.
* Negotiates and oversees leasing agreements.
* Draft and revise a variety of contracts with customers
* Ensure the organization's internal contract documents are accurate and well maintained
* Meet with customers to discuss both legal and business matters
* Provide advice and guidance to the different teams relating to contract generation
* Maintain excellent working relationships with clients to ensure their needs are met
* Create, prepare, review and edit all contracts
* Provide support and advice on new potential businesses opportunities
* Identify opportunities to improve business processes and devise plans to implement these changes

### About you

* Demonstrate a solid understanding of legal terminology
* Comfortable working as part of a multidimensional team
* Exemplify strong attention to detail
* Possesses superior organizational skills and the ability to manage multiple projects with shifting deadlines
* Must have strong computer skills and knowledge of common programs such as Microsoft
* Office and G Suite
* Previous experience working with contract regulations the related laws is strongly preferred
* Must possess excellent written and oral communication skills
* Capable of professionally managing confidential information
* Exemplify creative problem-solving abilities
* Must have earned a Juris Doctor degree / Bachelor's Degree in Law;
* Excellent verbal and written communication skills in English
* Advanced knowledge of MS Office applications like Excel, Word, PowerPoint
* Advanced proficiency in contracts drafting and legal review
* Strong customer-centric focus and able to interact with high-level stakeholders and legal teams
* Proficiency in analytical & presentation Skills
* Advanced proficiency in contract negotiation skills
* Proactive & persuasive relationship with client stakeholders
* Basic exposure to document management and contracting applications

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]