

Contracts Manager

Compliance Department

Summary:

The Contracts Manager will oversee all aspects of the contract management lifecycle. This role combines hands-on contract drafting and negotiation with strategic team leadership and workflow management. The manager will be responsible for ensuring contractual compliance, mitigating risk, and supervising a team of contract professionals.

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Qualifications:

- In depth knowledge of and direct experience with commercial contracts and contract law, terms, and conditions.
- Experience in strategy development, negotiations, contract management and administration and pricing analysis.
- Significant knowledge of commercial and business practices to develop, execute and manage contracts.
- Significant knowledge evaluating and mitigating risk in contracts.
- Skill exercising initiative and using good judgment to make sound decisions.
- Effective word processing and spreadsheet software skills.
- Advanced verbal and written communication skills.
- Advanced knowledge of cost containment strategies.

Duties and Responsibilities:

- Manage the comprehensive lifecycle of all vendor agreements, from inception to renewal or termination.
- Direct and oversee a team of contract professionals, including a Contract Analyst, a Senior Client Agreement Advisor, and three Client Agreement Advisors.
- Manage the distribution of assignments and workflow for the client agreement team to ensure timely and effective completion of tasks.
- Draft, review, and negotiate contracts with vendors ensuring terms are favorable and protect company interests.
- Analyze and minimize potential legal and financial risks associated with contractual terms.
- Monitor contract performance and compliance with legal standards, industry regulations, and company policies.
- Act as the primary liaison for all contract-related communications with external parties, fostering positive business relationships.
- Lead the resolution of any contractual issues or disputes that arise.
- Enhance the contract database solution.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Senior Director of Procurement and Contracts

Workplace Type: Hybrid

Salary range of \$118,000- \$148,000 dependent on candidate experience and candidate location.

Qualifications (continued):

- Ability to multitask and work effectively, both independently and in a team environment, ensuring timely completion of assignments and meeting established standards.
- Advanced research, analytical, and problem-solving skills.
- Effective skill interacting tactfully and effectively in complex negotiations with multiple stakeholders and priorities.
- Bachelor's degree or above in Business, Contract Management, Information Technology, or related field.
- 8-10 years' experience preferred.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>

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