



## Contract Manager Job Description

Contract Manager plays a critical role in our ability to achieve our goals by creating and the maintaining strong relationships with suppliers and negotiating contracts. In this role, you will be responsible for contract close-out, extension and renewal, and you will communicate contractual changes to all stakeholders. We count on our Contract Administration Manager to resolve any contract-related issues that come up, whether internally or externally, and we require an individual who is able to partner with a variety of business support functions, including customer care, sales and labor relations. Our company is growing rapidly, and our Contract Manager is critical to our success. We are looking for candidates who share our passion for excellence.

### Job Responsibilities:

- Draft, evaluate, negotiate and execute contracts
- Establish and maintain supplier relationships by serving as a single point of contact for contractual matters
- Manage record keeping for all contract-related correspondence and documentation
- Provide contract-related issue resolution, both internally and externally
- Monitor and complete contract close-out, extension or renewal, as appropriate
- Communicate contract-related information to all stakeholders

### Qualifications and Education Requirements:

- Bachelor's Degree or 3 years' experience in the role
- Minimum of five years progressive responsibility with quantifiable results in contract negotiation, administration and/or management
- Demonstrated negotiation and problem-solving skills
- Strong contract modeling software skills
- Robust skills in Microsoft Office software, including Word, Excel, PowerPoint, Access
- Ability to meet project objectives within designated constraints

*ILF Transportation utilizes a driver screening program. ILF Transportation is an equal opportunity employer.  
All positions will be cross-training in all areas of ILF Transportation.*