



Contract Manager Job Description

Role and Responsibilities:

The Contract Manager is essential to our success, as they help us achieve our objectives by fostering strong relationships with suppliers and negotiating contracts. In this position, you will oversee contract close-outs, extensions, and renewals, while effectively communicating any contractual changes to all relevant stakeholders. We rely on our Contract Administration Manager to address any contract-related issues that may arise, both internally and externally, and we seek someone who can collaborate with various business support functions, including customer care, sales, and labor relations. As our company experiences rapid growth, the role of Contract Manager becomes increasingly vital. We are searching for candidates who share our commitment to excellence.

Job Responsibilities:

- Draft, assess, negotiate, and finalize contracts
- Build and maintain supplier relationships by acting as the primary contact for contractual matters
- Keep comprehensive records of all contract-related correspondence and documentation
- Provide resolution for contract-related issues, both internally and externally
- Oversee and facilitate contract close-outs, extensions, or renewals as necessary
- Relay contract-related information to all stakeholders

Qualifications and Education Requirements:

- Bachelor's Degree or three years of relevant experience
- At least five years of progressive responsibility with measurable results in contract negotiation, administration, and/or management
- Proven negotiation and problem-solving abilities
- Proficient in contract modeling software
- Strong skills in Microsoft Office applications, including Word, Excel, PowerPoint, and Access
- Capability to meet project objectives within established constraints.

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