

Job Description

Position Title: **Contracts Administrator**

Reports to: CFO

Date: January 11, 2016

Department: Finance

General Purpose:

The Sales Contracts Administrator will serve a key role in managing the entire sales contract process, ensuring conformance with company policy while maintaining a high level of customer satisfaction and responsiveness. The Contract Administrator will prepare contracts, obtaining required approval for any non-standard agreement terms where necessary, and coordinating with the Sales, Order Fulfillment and Training Departments. Conduct negotiation tracking, contract finalization (routing, final filing), and notifying and coordinating with other departments to ensure successful contract fulfillment. Will also have active involvement in entire grant sales process.

Essential Duties/Responsibilities:

Prepares and maintains purchasing contracts, including gathering necessary information to create each contract
Helps the customer understand the details in the contracts
Requests amendments in the contracts as required
Works with production, shipping and training departments in planning/forecasting
Manages contract process to ensure both parties complete and sign each contract
Creates reports of activities
Provide strong customer service skills to sales managers, sales support and other departments as needed
Prepare, review, analyze, negotiate, revise and ensure contracts are fully executed
Coordinate with other department team members to facilitate order fulfillment
Updating Zoho account and sales information as necessary
Perform other duties as assigned

Supervisory Duties:

None

Job Qualifications:

Knowledge, Skills, and Ability:

- Excellent verbal and written communication skills
- Knowledge of the legal issues involved in contracts
- Attention towards the details of the contract and ability to find flaws in contracts
- Excellent MS Word and Excel skills
- Dedication and commitment to providing excellent, accurate service in a timely manner

- 1 to 3 years in a administrative/sales support role preferably with contract administration responsibilities
- Excellent Organization and Prioritization skills

Physical Activities:

- Able to lift 30 pounds on a regular basis.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.