

**Position: Contracts Manager**

**Reports To: Chief Financial Officer**

### **Summary**

Reporting to the Chief Financial Officer, the Contracts Manager will oversee end-to-end contract management for PSF Mechanical Inc. In this role, you will be responsible for managing critical contractual formation and management, obligations of high risk and visibility.

### **Responsibilities**

#### Contract Review

- Review a variety of commercial contracts to ensure company policies and legal requirements are met
- Collaborate with internal business clients, business partners, and business unit management to assist in identification, documentation, and approval of specific contract requirements and provisions
- Succinctly and effectively review and communicate changes needed
- Draft and correct clauses to assure compliance with corporate policies
- Support business team members with their contract negotiation, assisting and leading negotiation as necessary with respect to insurance issues
- Manage all changes in and to addendums to existing contracts
- Analyze and communicate a proposed contract's risk to the business
- Review certificates provided by vendors and administrative changes

#### Contract Administration

- Provide leadership and guidance to contract administration staff
- Interface with business team members by responding to contract performance issues
- Track contract renewals and other notice dates, and assist with terminating contracts
- Maintain files and database/spreadsheet of executed contracts
- Create and maintain an access point for business team members to obtain the contract review process forms
- Responsible for obtaining fully-executed contracts
- Responsible for making sure correct insurance certificates are received
- Other duties as assigned

#### Developing Contract Standards

- Identify potential improvements to existing contract templates and contract review processes
- Maintain and revise existing contract templates
- Create and conduct training for business team members on the contract process

**Experience & Education**

- BBA/BA/BS or JD degree with exposure to laws and legal requirements applicable to contracts is desired
- 7 years' experience contract drafting, contract terms and conditions, and contract management, including contract negotiation
- Excellent oral and written communication skills
- Process and detail orientation
- Ability to perform in a complex cross-functional business environment

**Physical Demands**

- Includes sitting, standing and bending, repetitive motions of hands and wrists due to frequent computer use
- Able to see and hear well (either naturally or with correction), and speak clearly
- Must be capable of working extended hour days when job/business needs demands

**Additional Information**

- Type: Full-time
- Experience: Experienced
- Compensation: Salary