

# Contracts Manager Job Description

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- Overseeing the planning of projects and ensuring that they are programmed to a certain level of detail
- Making sure that the procurement and reconciliation of materials are executed accordingly and accurately
- Examining and/or assessing risks and coming up with suggestions and recommendations through which they can be minimized
- Meeting and liaising with clients, companies, vendors, and/or contractors to communicate and negotiate contract terms
- Supervising funds and/or payments and ensuring that they are well-utilized and managed
- Handling the writing and editing of contracts between companies and potential clients
- Leading negotiation with a client once the contract has been written
- Carrying out thorough research on legislation and regulations to make sure that contracts are current and in compliance.