

# United States Jobs Expertini®

## Contract Manager

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Company: GForce Life Sciences

Location: Princeton

Category: other-general

### Summary

Our growing, mid-sized pharmaceutical client has engaged GForce Life Sciences to provide a Contract Manager who will be responsible for managing contract operational lifecycle management in the Contracting and Supplier Relations Center of Excellence.

This consultant will deliver a customer service focused framework while monitoring service level agreements (SLAs) through effective management of key performance indicators (KPIs) and other key metrics.

### Responsibilities

Management of offshore resources in the contracting process, reviewing contracts, working closely with legal to ensure contract compliance, ensuring the efficiency and compliance of the Ariba contracts platform.

Monitor processes to ensure compliance with the internal controls framework.

Support continued process improvement, assist in managing projects which drive efficiency and productivity through the department.

### Job Description

The candidate will be responsible for the management and performance of the following:

Responsible for Ariba Contracts compliance

Work closely with the Legal team to ensure proper contracts framework and workflow

structure in Ariba

Reviews agreements for language in accordance with the agreed upon legal matrix

Maintains the integrity of contract hierarchies in Ariba

Acts as the subject matter expert for the Ariba contracts process

Coordinate with representatives from other departments and suppliers to ensure timely and accurate delivery of MSAs and sub agreements

Provide leading practices and guidance on contracting process and best use of Ariba module

Coordinate with Ariba administrator and Ariba support for implementation of enhancements

Coordinate with the supplier enablement and catalog management team to ensure suppliers are able to transact on the Ariba network upon contract completion

Translate business requirements to functional designs and have the ability to explain / work with the IT programming team to complete the implementation

Assist on any testing activities

Work with global team to coordinate other rollouts

Responsible for providing reporting and dashboarding to provide transparency in the overall contracting process

Improve the overall Ariba user experience through being the point person for training, change management and problem resolution

Support both internal and external auditors;

Work closely with internal controls to ensure J-SOX compliance

### **Qualifications/ Required**

Bachelor's Degree is required

Minimum 5 years of experience with one or more of the following: Contracts Management and Review, Contracts Paralegal experience, Contracts Negotiation

Exhibit deep knowledge and interpretation of contract language

Ability to make quality business decisions and action those decisions

Experience with SAP ARIBA and with a large ERP is required, preferably SAP

Understanding emerging financial technologies, tools, and products is required

Advanced Excel skills are required

### **Term & Start**

6-month contract to start, potential for extension

2 Video Interviews - Start 2-3 weeks from an offer

Full time, 40 hours/week

Hybrid – Onsite 2 days a week onsite

Benefits available (Medical, Dental, Vision, 401k)

Pay Range - 60-65hr

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