

# LIBERTY LIFT SOLUTIONS

Job Description: Contract Management Specialist



Division/Department:	Procurement and Fleet
Location:	Houston, TX
<b>Job Title:</b>	<b>Contract Management Specialist</b>
Reports to:	<i>Ericka Nguyen</i>

Level/Grade:	Type of position:	Hours: 40/week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

## POSITION SUMMARY

The Contract Management Specialist will coordinate contract negotiations, documentation, and vendor approvals while maintaining contract repositories and resolving contract issues across departments. This role also includes overseeing contract-related processes and managing the setup of new facilities.

## RESPONSIBILITIES

- Coordinate the negotiation and documentation of various contracts.
- Coordinate contract issues with various departments.
- Process contracts and related documents.
- Generate contract-related correspondence.
- Maintain electronic/manual repository contract files, including all amendments, correspondence, and any other relevant documents affecting the life cycle of the contract.
- Manage and own Vendor Approval Process.
- Manage and update all related documentation to existing vendors.
- Other duties as required, including periodic review of internal contract forms and processes.
- Ability to manage/oversee/coordinate the setup of new facilities.

## QUALIFICATIONS

### REQUIRED

- Demonstrates ability to: (i) research contract issues in various trading systems; and (ii) effectively communicate with external and internal personnel to resolve the same.
- Experience with trade control processes and contract management systems.
- Familiarity with terms and conditions generally used for contract review.
- Self-starter with a willingness to learn and ability to work independently.
- Strong organizational skills.
- Strong attention to detail.
- Strong proofreading skills.
- Excellent written and verbal communication skills, with a strong familiarity with Microsoft Office products (Word, Excel, Outlook and Teams).
- Ability to multi-task in a fast-paced environment and to effectively communicate and coordinate with numerous corporate stakeholders.

### DESIRED

- Bachelor's Degree strongly preferred.

**COMPETENCIES**

- Professional Maturity
- Communication
- Flexibility
- Customer Service
- Collaboration and Partnership
- Attention to Detail
- Teamwork
- Responsibility
- Time Management
- Leadership
- Job/Technical Knowledge
- Problem Solving
- Integrity and Respect
- Accountability

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*Physical Demands:* This job is a mostly sedentary role; however, moderate physical activity is occasionally required to stand, walk, sit, reach, carry, pull, lift or otherwise move objects up to 25 pounds. Employee is required have specific vision abilities which include close and distant vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Employee is also required to talk and hear.

*Work Environment:* This job operates in a professional office environment. The noise level is moderate and in a well-lit area. This role routinely uses standard office equipment such as computers, phone, printers, photocopiers, filing cabinets, and fax machines. This position may encounter overnight traveling.

**EMPLOYEE ACKNOWLEDGEMENT**

My signature below acknowledges that I have received, read and understand this job description, and that I am expected to consistently demonstrate the essential job duties and core competencies of the position with or without reasonable accommodation. Furthermore, I acknowledge that I may be expected to perform additional tasks and projects as assigned, and I agree to perform such tasks and projects, along with the essential functions of my job, in accordance with the performance standards and expectations set forth by the company.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature