

Contracting Opportunities-Career Development

Point of contact for all positions: Mary Lee, Consultant
Brain Gain Recruiting
www.braingainrecruiting.com

Email Resumes to Mary Lee, at mary@braingainrecruiting.com

We are looking for several Contract Management managers and senior managers. The positions are full-time permanent roles with a leading consulting company. Base locations include: Washington, DC, Minneapolis, MN, and Houston, TX.

Candidate Must Have :

Minimum 6 years contract management experience

- * Minimum 4 years of contract negotiation and drafting skills with pre and post sales contracts
- * 5+ years experience working on Information Technology outsourcing projects/clients in a contract management role
- * Minimum Bachelor's Degree Required
- * Willingness to travel up to 50%

We are asking interested candidates to forward their resumes in Word or PDF. Of course we would be glad to share more info about the company on request.

The full job descriptions are below:

=====

Commercial & Contract Management - Contract Management Manager - (US-TX-Houston)

Key Responsibilities:

- * Establish core contract management processes in order to monitor and manage contract compliance including change control

- * Flex contractual levers in order to optimize the commercial position
- * Give advice to project leadership on contractual issues
- * Proactively work with the client and internal teams to resolve contractual issues, interfacing with Legal as needed.
- * Responds to complex inquiries regarding contract obligations and revisions
- * Identifies risks and issues, suggests alternatives that lead to best solution
- * Reviews and manages contractual obligations of the parties and provides continual review to ensure all terms and conditions are met
- * Prepares and disseminates information regarding contract status, compliance, modifications, etc.
- * Manages daily workload of assigned CM personnel and project or business personnel assisting with CM function
- * Acts as primary contact between project team and/or business unit and Legal, ensuring all legal and contractual matters are addressed efficiently and promptly
- * Acts as liaison between our company and Contracting Officers/Subcontractors
- * Responsible for assigned CM, project or business personnel adhering to company policies and procedures
- * Responsible for informing project team of requirements of contract and monitoring compliance
- * Develops and integrates CM tools, templates, methods and processes

Job Requirements:

- * Willing to travel up to 50%

Basic Qualifications:

- * Minimum 6 years contract management experience
- * Minimum 4 years of contract negotiation and drafting skills with pre and post sales contracts
- * Minimum Bachelor's Degree Required

Professional Skill Requirements:

- * 5+ years experience working on Information Technology outsourcing projects/clients in a contract management role
- * Professional certification a plus (i.e., CFCM, CCCM, CPCM, IACM, etc.)
- * Certified Professional Contracts Manager (CPCM) status and National Contract Management Association (NCMA) membership
- * Experience with day-to-day management of complex outsourcing arrangements
- * Ability to interface with difficult clients and engage in a constructive manner
- * Prior experience applying contract management fundamentals to recommend a course of action to supervisor
- * Proficiency using Microsoft Office software, Outlook Email, Instant Messaging required.
- * Strong communication (written and oral) and interpersonal skills

=====

Commercial & Contract Management - Government Contract Manager - (US-DC-Washington)

The Contract Management Manager will manage a variety of government, international, and commercial contracts and subcontracts in accordance with company policies and procedures, applicable laws, and customer requirements. This individual will provide on-site advice to internal business units and project teams on contract management and policy compliance matters.

The Contract Manager may manage more than one engagement or, alternatively, be full-time on a single engagement (depending on the size/complexity of the agreement).

Key Responsibilities:

- Establish core contract management processes in order to monitor and manage contract compliance including change control
- Flex contractual levers in order to optimize the commercial position
- Give advice to project leadership on contractual issues

- Proactively work with the client and internal teams to resolve contractual issues, interfacing with Legal as needed.
- Responds to complex inquiries regarding contract obligations and revisions
- Identifies risks and issues, suggests alternatives that lead to best solution
- Reviews and manages contractual obligations of the parties and provides continual review to ensure all terms and conditions are met
- Prepares and disseminates information regarding contract status, compliance, modifications, etc.
- Manages daily workload of assigned CM personnel and project or business personnel assisting with CM function
- Acts as primary contact between project team and/or business unit and Legal, ensuring all legal and contractual matters are addressed efficiently and promptly
- Acts as liaison to Contracting Officers/Subcontractors
- Responsible for assigned CM, project or business personnel adhering to company policies and procedures
- Responsible for informing project team of requirements of contract and monitoring compliance
- Develops and integrates CM tools, templates, methods and processes

Job Requirements:

- Willingness to travel up to 50%

Basic Qualifications:

- Minimum 6 years contract management experience
- Minimum 4 years of contract negotiation and drafting skills with pre and post sales contracts
- Minimum Bachelor's Degree Required

Professional Skill Requirements:

- 5+ years experience working on Information Technology outsourcing projects/clients in a contract management role
- Professional certification a plus (i.e., CFCM, CCCM, CPCM, IACM, etc.)
- Certified Professional Contracts Manager (CPCM) status and National Contract Management Association (NCMA) membership
- Experience with day-to-day management of complex outsourcing arrangements
- Ability to interface with difficult clients and engage in a constructive manner
- Prior experience applying contract management fundamentals to recommend a course of action to supervisor
- Proficiency using Microsoft Office software, Outlook Email, Instant Messaging required.
- Strong communication (written and oral) and interpersonal skills

=====

Commercial & Contract Management - Sr. Contract Manager, Product - (US-MN-Minneapolis)

Job Summary:

Manages complex, risky and high-value government, international and commercial contracts and subcontracts in accordance with company policies and procedures, applicable laws, and customer requirements. Provides on-site advice to business/client units and project teams on contract management and policy compliance matters. Organizes, controls, and directs the work activities of a team of contract management professionals to support a business or client unit. Primary Contract Manager responsible for one or more client(s) with annual revenue equal to "A+" level rated engagements or engagements rated as Complex. Formulates program or engagement or client goals and objectives to focus activities towards effective performance of contract management and/or other engagement functions. Exercise effective, proactive management techniques to adhere to performance objectives and measurements. Directly influences and provides guidance to and sets the example for others to follow in terms of professionalism and overall demeanor.

Responsibilities:

- * Responsible for the management and delivery of high volume, complex and high risk contracts and support to the business or client unit
- * In conjunction with Contract Management Unit and Regional Leads, develops, disseminates and implements best practices consistently across the business units
- * Understands, supports, and enables business/client and strategy of the business/client unit
- * Determines the effective and efficient assignment of duties to positions
- * Selects personnel for employment and work assignments
- * Sets performance standards, evaluates work performance, and takes action to recognize excellence and to correct deficiencies
- * Working closely with the legal team lead, ensures seamless contract formation and contract execution support is delivered to the organization
- * Achieves a reasonable level of understanding of our major business areas in order to communicate effectively with project Senior Executives.
- * Actively markets and promotes the contract management function within the business/client unit
- * Provides training to Contract Management personnel
- * Actively involved in Regional or Global Initiative

Basic Qualifications:

- * 8+ years contract management experience.
- * 3+ years on contract negotiations
- * Bachelor's degree.

Professional Skill Requirements:

- Demonstrated successful management of complex deals

- Comprehensive knowledge of general corporate business practices, government and commercial contracting regulations and principles, subcontracting practices, and accounting and finance principles (Note: Additional emphasis may be placed upon knowledge of government regulations.)
- Collaborative and persuasive; able to influence executives and non-executives
- Able to effectively communicate with client executives and all levels of the organization

Note: A Senior Contract Manager should support annual revenue between \$300 million and 500 million dollars. The factor should not only be the volume but also the risk associated with the deals, the complexity and the special knowledge required.

Preferred Skills and Qualifications

- * Possess comprehensive knowledge of general corporate business practices, government and commercial contracting regulations and principles, subcontracting practices, and accounting and finance principles.
- * Advanced degree.
- * Certified Professional Contracts Manager (CPCM) status and National Contract Management Association (NCMA) membership.