

## Contract Manager

Location: SCO 16, Sector-14, Gurgaon, Haryana, India

Job ID: ContMgr

### **Description:**

Contract manager will primarily focus on negotiating contracts on Global basis with various customers under guide lines provided by corporate level senior staff. Supervise two or three junior staff handling cost and price analysis for various products manufactured and sold globally by the company.

### **Key Responsibilities:**

- Get acquainted with company policies/ standard contract terms and conditions for sale/ distribution and referral agreements.
- Get acquainted with various global contracts signed by the company and prepare indexed statement for easy reference.
- Prepare rolodex of various legal councils globally assisting us in negotiating contracts in different countries.
- Understand costing and pricing principles for various manufactured products and services.
- Supervise and guide staff dealing with costing and pricing.
- Liaison on regular basis with corporate level senior staff and interact with various country managers.

### **Desired Qualifications:**

- Bachelor of Engineering with MBA or masters in accounts/ economics or law.
- Preferably retired but not more than 65 years in age.
- Must have been with IT/Engineering/ Technical/Pharmaceutical industry at a level of Branch Manager/ General Manager/MD.