Position: Contract Manager

Job Description:

The Contract Manager at Facilities Pro 4U plays a critical role in managing and overseeing all contracts with clients, vendors, and partners.

Your responsibilities include:

- Contract Review: Reviewing and understanding the terms and conditions of all contracts to ensure compliance with company policies and regulations.

- Contract Negotiation: Collaborating with clients and partners to negotiate and finalize contract terms.

- Contract Administration: Administering and monitoring all contracts throughout their lifecycle, ensuring obligations are met.

- Contract Documentation: Maintaining accurate records of all contracts, including amendments and renewals.

- Dispute Resolution: Addressing and resolving any contractual disputes or issues that may arise.

- Compliance: Ensuring that all contracts are compliant with legal and regulatory requirements.

- Ethics: Ensuring all contracts are dealt with ethically with the concerns of the organisation in mind.

Qualifications:

- Diploma of Business, or a related field (preferred).

- Proven experience in contract management or a similar role.

- Strong negotiation and communication skills.

- Attention to detail and strong organizational abilities.

These job descriptions should help define the roles and responsibilities of Sales Representatives and Contract Managers within Facilities Pro 4U, supporting the company's growth and client relationships.