



## OVERVIEW OF OPPORTUNITY

A Contract Manager must possess knowledge of creative contracting techniques, negotiation strategies and project management skills, thorough understanding of administrative inter-relationships in both private/public sector organizations; strong knowledge of computer systems and their application to the contract and procurement management processes; and demonstrated leadership and problem-solving abilities. The incumbent is responsible for managing the overall supervision and operation of specified contracts for the duration of the contract (inception, execution, renewal, closeout) on behalf of Clutch. This position's responsibilities include identifying goals and priorities, establishing and documenting procedures; coordinating and monitoring activities; researching a contract's terms, alerting parties to renewals or extensions and tracking all communications between their employer and various accounts.

## WHAT YOU'LL DO

- Comprehensive contract management skills and experience in planning, organizing, directing, and controlling contract and procurement functions
- Collaborate with the sales team to craft, evaluate, negotiate, and execute a wide variety of different contracts covering a range of transactions
- Create and maintain relationships with vendors/clients and serve as the singular point of contact for matters concerning contracts
- Maintain contract-related documents and correspondence
- Communicate, present information, advise and provide recommendations to stakeholders (internal/external) about all contract-related and procurement matters
- Troubleshoot contract-related problems, such as breach of contract
- Oversight of all contracts terms and extend, renew, or close them out
- Assist with the employers compliance with mandatory standards
- Develop and define contract solutions to support overall business goals, ensuring alignment with Clutch and recommend improvements, as necessary
- Draft and review statements of work, RFP and vendor agreements, NDAs, and other contractual documentation
- Identify legal risks, communicate risks, and implement effective risk mitigation strategies
- Create and maintain documentation as it relates to contract management
- Adhere to and enforce relevant policies and practices

## THIS JOB MIGHT BE FOR YOU IF

- 3-5 years of experience with legal agreements and/or contract administration
- Bachelor's degree in relevant field. Paralegal certification preferred
- Proficiency in contract drafting and legal agreement processing
- Proven contract management and negotiation experience from legal or supporting departments within a previous role
- Vendor management skills and experience managing applicable proposals and agreements
- Knowledge of legal forms and best practices. Ability to manage multiple projects and support team activities
- Ability to form relationships with coworkers and provide feedback as needed
- Advanced skills in Microsoft Office applications
- Excellent written and verbal communication skills



## CONTRACT MANAGER

C L U T C H

### WE GET EXTRA EXCITED ABOUT

- Paralegal certification

### WHY US

- Humans First!
- Good people doing good work!
- Remote work option
- Meaningful work in a positive culture
- 401K option
- Health, Dental, and Vision coverage available
- Generous time-off policies
- Fun team building activities
- Growth and development opportunities
- Work-life balance

### HOURS AND LOCATION

- Remote but must be local to Greater Sacramento
- Monday-Friday

### WHO WE ARE

Clutch is an award-winning, certified micro and women-owned business that works to match organizations with resources they dream about. Clutch elevates their employees by building on their strengths and promoting work-life balance. Our team of professionals support one another to continuously become the best versions of themselves; truly living out the Clutch core values of drive, optimism, and connection.

drive  
optimism  
connection