



Contract Manager

SALARY RANGE (2017): \$82,000-\$138,000

Every large business needs goods and services to function. I oversee purchasing these goods and services. My job is to establish processes to ensure purchased products and services meet the established business requirements for cost and quality. I ensure that terms and conditions are met to business requirements and lay out contracts for the seller to abide by. Anything that my company buys control, in this way I am essential to regulating budget and company initiatives.

The Tip: Is great to be a big picture thinker, but remember the real value is in managing the small stuff well.

PRIORITY KNOWLEDGE AND SKILLS:

Customer Relationship Management

Knowledge & ability to:

- Apply principles of CRM
- Manage a sales process
- Compelling presentation & report writing
- Develop & execute a distribution strategy
- Leverage e-commerce
- Develop & execute a merchandising strategy
- Leverage co-operative marketing
- Provide customer support
- Develop & execute a pricing strategy

General Management

Knowledge & ability to:

- Manage budgets
- Manage projects
- Negotiate contracts
- Conduct competitive analysis
- Conduct environmental scan
- Leverage contextual knowledge
- Analyze data & leverage business intelligence
- Develop and manage forecasts
- Manage business intelligence and analytics
- Negotiate and manage contracts

Internal Supply Chain Management

Knowledge & ability to:

- Collaborate with partners in product/service design
- Manage inventory and warehousing
- Manage order fulfillment
- Manage transportation logistics
- Design, establish and manage related contracts
- Identify and develop strategic sourcing relationships
- Establish strategic and tactical SCM plans and processes

BUILDING BLOCK EXPERIENCES:

Education & Learning:

- Bachelor of Arts (psychology) with a minor in SCM
- Completed an extension certificate in contract management from a local college
- Professional Project Management (PMP) certification via the [Project Management](#)

During my undergraduate degree, I had full intention of going to law school but then took a course in SCM and contract management. I discovered, that what I really loved wasn't law but the managing the contracts for large deals. This led to me completing a certificate in contract management and securing my PMP certification.

<u>Institute</u>	
<p>Employment Experiences:</p> <ul style="list-style-type: none"> ● Student ambassador in university and led high school student tours ● Completed an internship at a law firm during my undergraduate year. ● Upon graduation, was hired as contracts coordinator for a small oil services company. ● Recruited as a contract coordinator for a large integrated energy company. This role included managing staff. ● Promoted to contract manager job with my current firm. 	<p>Community relations is a senior role that requires years of industry experience. To build to this role, I needed to spend time learning both the energy and contract management business. Contract management is about managing details and having a depth of experience to ensure contracts are designed to support the business and minimize risk.</p>
<p>Community Experiences:</p> <ul style="list-style-type: none"> ● Volunteer for a local environmental organization, managing fundraising events 	<p>I coordinate events for local non-profits, allowing the refinement of my event management skills from promotion to execution.</p>
<p>Contextual Experiences:</p> <ul style="list-style-type: none"> ● I did a six-month international posting in Dubai. 	<p>My temporary assignment in Dubai was an eye-opening experience about the cultural and organizational challenges facing global business. The process for developing contracts were totally different than in Canada.</p>
<p>Relationships:</p> <ul style="list-style-type: none"> ● Built a diverse mentor team of lawyers, accountants and communicators over the years 	<p>My mentors coached me to avoid specializing too early and to get out of the cubicle and into the field. I owe them a lot for pushing me.</p>