

Contract Specialist/Sr. Contract Specialist

Job Description

Reporting to the Director, Commercial Operations, the Contract Specialist/Senior Contract Specialist has primary responsibility for all supplier, business partner, and customer contracts and Intellectual Property (IP) matters. The Specialist will collaborate closely with internal stakeholders, the Company's General Counsel, and external stakeholders for contract review and negotiation of contract terms and conditions, contract risk identification and mitigation, contract interpretation, and fulfillment of the contract. The Specialist will review contracts to verify that proposed terms meet requirements, identify non-compliance with company contract standards, and provide appropriate risk mitigation and risk transfer solutions as appropriate. The Specialist is responsible for contract review and negotiation to achieve business objectives while ensuring organizational needs are met within the boundaries established by company policies and procedures. The Specialist is also responsible for supporting the pre-proposal strategy, proposal development, negotiation, and start-up phases of customer and vendor relationships.

The Specialist will support the bid process workflow, report on progress and status, and ensure timely completion of bid reviews. The Specialist provides creative leadership from knowledge of industry best practices and most current developments in contract administration. Responsibilities will also include coordination with the Bid Specialist in the organizing, maintaining, and tracking of contracts and contract modifications.

Key Responsibilities:

- **Contract Preparation & Support:**
 - Reviews solicitations, customer and supplier contracts and prepares contract terms and conditions responses for proposals, bids, and contract modifications. May work on contract renewals up to \$500K.
 - Coordinates contract terms and conditions review and response with the Account Manager, Engineering, Operations, Finance, and General Counsel and incorporates their input into the proposal or contract modification.
 - Ensures timely review and approval or reconciliation of contract variations.
 - Performs risk assessment of proposal/contract and contract modification terms and conditions; communicates risks to stakeholders; and formulates mitigation and risk transfer strategies to minimize potential risks.
 - Leads negotiation of supplier or customer contract terms and conditions to negotiate terms as favorable as possible to the Company and collaborates with the General Counsel to resolve complex issues.
 - Analyzes contract requirements, special provisions, terms and conditions to ensure compliance with appropriate laws, regulations, corporate policies and business unit procedures.
 - Prepares contract compliance checklists and prepares contract review documentation.
 - Works with customers, management, and program teams to resolve issues, secure approvals, and ensure successful proposal or contract modification execution.
 - Coordinates contract conditions and details to business partners, General Counsel, employees, and management, customers and vendors. Ensures that signed contracts are communicated to all relevant parties to provide contract visibility and awareness.
 - Follow company rules and guidelines when preparing and reviewing contracts.
- **Contract Administration:**
 - Ensures timely review and approval or reconciliation of variations.
 - Serves as the point of contact for internal and external customers on contractual matters by acting as contractual mediator between company employees, customers, and vendors.
 - Works with internal and external stakeholders on interpretation and clarification of contract related issues, e.g., obligations and rights, for all customer, contractor, and supplier contracts and contract modifications. Provides interpretation of all contract terms and conditions. Collaborates with the General Counsel as required.
 - Ensures contract and contract modification reviews, approvals and execution in accordance with the contract terms and conditions and corporate and/or business unit guidelines.

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- Supports contract dispute resolution negotiations.
- Supports contract closeout activities
- May assist in the development and maintenance of a contract database

- **Intellectual Property (IP) and Non-Disclosure Agreements (NDA)**
 - Serves as the internal focal point for the Company's IP portfolio including patents, trademarks, copyrights, trade secret, and proprietary IP. Collaborates with the General Counsel and outside counsel in the preparation, submittal, and maintenance of patents, trademarks, and copyrights.
 - Works with internal business units, strategic and Joint Venture partners, and other external stakeholder on IP related issues. Conducts legal negotiations on IP terms and conditions favorable to the Company on these issues.
 - Develops and implements the Company's IP strategy to maximize IP portfolio and licensing revenue, ensures the Company's freedom to implement its commercialization strategy, and prevent infringement.
 - Serves as Company's focal point in patent filings, works with internal stakeholders on patents and IP issues. Collaborates with the General Counsel and outside counsel on patent and IP preparation, filings, responses to filing inquiries, and maintenance.
 - Prepares OPT standard NDAs for customer and supplier meetings and contracts. Reviews customer and supplier provided NDAs and works with stakeholders to modify these NDAs so they are acceptable to OPT and customers/suppliers. Confers with General Counsel in resolving NDA language conflicts.

- **Process and Procedures**
 - Develops standard procurement contract templates for materials and services, including OPT's terms and conditions.
 - Develops and maintains standard supplier NDAs for Purchasing of materials and services.
 - Develops and maintains standard commercial NDAs for customers, consultants, and partners.
 - Researches, recommends, and creates contract policies, procedures, and contractual documents and recommends improvements to contract templates

Qualifications

- Bachelor's Degree in Business, Management. JD is a plus.
- Minimum 15 years of legal experience with specific focus on contract preparation, review and support.
- Demonstrated proficiency in office technology (including Microsoft Office applications), SharePoint, MS Project, customer relationship database tools, etc.
- Demonstrated proficiency in process development and application of "Lessons Learned" to improve process efficiency.
- Excellent critical thinking, risk identification and mitigation, analytical, negotiation, communication, and presentation skills
- Excellent communication skills and a demonstrated ability to communicate professionally in both verbal and written forms
- Effective negotiation skills, time management skills, organizational skills, and ability to multi-task
- Customer-service driven

Reporting:

- Reports to: Director, Commercial Operations
- Direct Reports: None