

JOB DESCRIPTION

Assistant Director (Contracts)

- i. Draft, evaluate, negotiate and execute contracts
- ii. Establish and maintain supplier relationships by serving as a single point of contact for contractual matters
- iii. Manage record keeping for all contract-related correspondence and documentation
- iv. Provide contract-related issue resolution, both internally and externally
- v. Monitor and complete contract close-out, extension or renewal, as appropriate
- vi. Communicate contract-related information to all stakeholders