

Contract Administrator - Job Description

Seeking a Contract Administrator to join our Legal team at our headquarters in The Woodlands, Texas. The Contract Administrator-Legal is a paralegal-level role that will work at direction of counsel overseeing the legal needs of a segment of our client's commercial organizations. This position will provide support to in-house commercial attorneys and commercial professionals in the areas of contract creation, negotiation, and management, including providing initial mark-ups of agreements and/or commentary on the acceptability of mark-ups from third parties. This position will involve the review of sales, purchasing and/or other commercial service-provider agreements, assuring compliance with standard forms, terms and conditions; assisting with negotiation of non-standard language; identifying unique legal issues; managing contract review queue(s), overseeing legal review and approval processes and assisting with implementation of records management protocol. This position also will assist with the development and training of business representatives regarding contract templates and contract management software and will participate in continuous improvement of these materials.

Required Qualifications:

- Minimum of 5 years of related experience; additional experience strongly preferred.
- Experience as a contract administrator, legal assistant or similar position developing, understanding and marking-up written agreements for sales, procurement, facility services, transportation, logistics, non-disclosure and/or other relevant commercial agreements.
- Must have strong document editing/redlining skills.
- Proficient with Word, Excel, and PowerPoint.

Preferred Qualifications:

- Undergraduate degree.
- Strong experience with cloud-based contract management systems such as DocuSign CLM, iCertis, and/or Ariba.
- Experience with administering contracts in automated document assembly programs.
- Candidate must be able to exhibit previous hands-on experience in transactional environment not related to litigation.
- Experience with domestic chemical company.
- Experience with real estate matters
- Experience with SharePoint.

Other Job Requirements:

- Highly organized, precise, and proactive.
- Conscientious work ethic and keen attention to detail.
- Understands the importance of and has the ability to meet critical deadlines.
- Commitment to maintaining the highest levels of integrity and ethical conduct.
- Flexible and able to balance competing priorities.
- Ability to easily and effectively communicate with varying levels of management, internal business clients, external customers/vendors
- Ability to work collaboratively with all levels of employees in all functions.
- Excellent interpersonal and communication skills (written and spoken).
- Strong customer-service orientation.
- Able to work independently with appropriate supervision.