

## **Senior Contracts Manager - Job Description**

### **Partner with the best**

We are looking for a senior and experienced Senior Contracts Manager to join our team! The successful candidate will report directly to the PCS General Counsel and should be a self-starter and comfortable acting with minimal supervision in an unstructured and fast-paced environment. You will approach challenges with creative solutions and demand excellence. As a critical member of the Legal & Compliance team, the Senior Contracts Manager will help the attorney(s) manage many of the day-to-day tasks required of a successful, effective, and efficient legal department.

### **Job Responsibilities**

- Draft, revise, summarize and negotiate master services agreements, long-term supply contracts, vendor and supplier contracts, non-disclosure agreements, and various other agreements
- General familiarity with corporate resolutions and corporate secretarial responsibilities
- Manage risk approvals for customer contracts and obtain/track proper approvals
- Develop and maintaining filing system
- Word processing and filing
- Assist in preparing proposals which may include compiling and submitting required tender documentation
- Perform legal research as needed and assist with compliance and KYC needs
- Notify attorneys of pressing docket issues, prepare files, investigate, compile and organize records, and prepare documents for legal counsel review
- Manage certain tasks within the compliance function
- Support filing needs and duties for a public company

### **Qualifications/Requirements**

- 7+ years of experience supporting in-house corporate lawyers as a contracts manager or similar
- Bachelor's degree from an accredited university or college
- Strong proficiency in terms & conditions in standard oil & gas, oilfield services and/or industrial contracts (indemnities, warranties, etc.)
- Excellent organizational skills and attention to detail
- Ability to provide creative and compliant solutions while managing multiple priorities
- Ability to perform effectively in a non-hierarchical, team environment
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### **Desired Characteristics**

- Independent and solutions-driven
- Fluency in Spanish or other foreign language a plus
- Familiarity with M&A transactions and agreements
- Experience with filing requirements of US publicly traded company a plus

### **Interested Qualified Candidates Can Send Resume To:**

Crystal M. Cornett, Legal Recruiter

Telephone/Text: 832-696-9315

Email: [ccornett@nnlegalsearch.com](mailto:ccornett@nnlegalsearch.com)