

Job Title:	Senior Contracts Coordinator
Grade Level/Terms of Employment:	Grade 125/260 Days
FLSA Status:	Exempt
Work Location:	2395 Hermitage Road, 23220
Immediate Supervisor:	Director of Procurement & Property Mgmt

General Description:

The Senior Contracts Coordinator manages the drafting, oversight, revision, and renewal of all RPS contracts as well as analyze and interpret a wide range of documentation to include requests for pricing changes, and contract expirations. The Senior Contracts Coordinator will also maintain all contracts and associated documents in an online portal to ensure transparency of the contract process.

Essential Duties and Responsibilities:

- Collaborates with internal RPS departments and legal team to ensure compliance with overall contract guidelines, including providing support in drafting, renewing, and monitoring active contracts
- Reviews all contract documents for verification of what is paid in alignment to agreed upon pricing, terms and conditions
- Obtains all contract-related information from relevant parties
- Ensures relevant, required documentation accompanies contracts
- Maintains digital copies of all contracts and documentation in an online database
- Identifies potential risk with proposed contract changes

Qualifications:

- Bachelor's Degree required; Degree in Business Administration, Accounting, Finance or Economics preferred
- Minimum of four years of related experience in the contracting management field; deep knowledge of Virginia contracting and procurement laws
- Proficient in the Microsoft Suite of products
- Outstanding interpersonal and team work skills
- Excellent verbal and written communication skills
- Strong organizational skills, including keen attention to detail