

## **Contracts Manager**

**Company:** Small, growing industrial wastewater treatment company in business for over 10 years.

**Location:** Houston area (Northeast side) **hybrid**

**Status:** regular, full-time, direct-hire position with the client company

**Reports to:** CFO

**This is a new position open due to growth.**

### **Summary:**

The Contracts Manager performs essential functions in two areas – commercial contracting and procurement supporting the commercial and operations areas of the business. The position requires an in-depth knowledge of contracting functions from a legal perspective and legal terminology commonly used in commercial contracting. The Contracts Manager must be able to apply this knowledge when reviewing requisitions for products and services to find the best opportunity for the company with respect to cost, quality, and on-time completion.

The Contracts Manager will act as the first-line legal expert for the company. Consultation with external legal counsel on complex contractual issues will be engaged on an exception only basis.

The Contracts Manager acts as the first review for new commercial contracts being considered by the company including sales contracts for the company's equipment and services.

Significant interaction and close working relationship with several C-level executives in the company.

### **Responsibilities include but not limited to:**

- Strong understanding of standard terms and conditions in service agreements and how they protect the company from risks and liabilities with minimal supervision
- Negotiating agreement terms and conditions and strategic pricing for services with minimal supervision
- Assisting internal and external customers with meeting objectives of cost, quality, and schedule while maintaining positive working relationships
- Ensuring all agreements and purchases follow all company policies and procedures, and are compliant with all federal, state, and local laws and regulations
- Draft, revise, analyze, and interpret a wide range of contracts, including coordinating the negotiation and documentation related to purchase / sale transactions.
- Coordinate contract issues with F&A and Commercial teams.
- Maintain electronic contract files, including all amendments, correspondence, and any other relevant documents affecting the life cycle of the contract.
- Responsible for participating in completion of contractor pre-qualification packages.
- Other duties as required, including periodic review of internal contract forms and processes.

**Requirements:**

- Bachelor's degree in Business, Engineering, Accounting, Supply Chain Management, or other related Discipline
- Minimum of 3 years of experience as a Contracts Manager / Contracts Administrator in a relevant industry
  - Relevant industries: industrial, environmental services, engineering, commercial construction, oil and gas, chemicals, power generation
- Working knowledge of contract terms and conditions generally utilized for the sale and purchase of capital equipment and business-to-business services in industrial and municipal markets.
- Strong legal knowledge as it relates to contracts and relevant business practices and transactions.
- Combination of commercial contracting and procurement experience preferred
- Strong interpersonal skills, including negotiation
- Experience with Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook.
- Strong organizational skills. Strong attention to details and proofreading skills.
- Willingness and ability to travel nationally as required up to 30%.
- Legally authorized to work in the United States for any employer without sponsorship.

**To Apply:** e-mail your resume to Sue Orr at [sue@sherlockresources.com](mailto:sue@sherlockresources.com)