



Job Description

JOB TITLE:	Sr. Contracts Specialist	COMPANY:	CNECT 100%
REPORTS TO:	Contracts Manager		
DIRECT REPORTS:	N/A		
STATUS:	Exempt	Full-Time	SALARY RANGE: \$71,000-\$105,000
OUTSIDE	25%	SCHEDULE:	WORK CONDITIONS: Remote/Home
TRAVEL:	7-7/M-F		office

***The salary range provided is the annual base salary for California residents: \$71,000-\$105,000 depending on experience**

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified at any time, with or without advance notice, to meet the needs of the organization.

JOB SUMMARY

Under the Contracts Manager, the Sr. Contracts Specialist is responsible for the project management of CNECT’s direct contract portfolio and active RFPs, in addition to, conducting contract negotiations with Premier contracted suppliers to deliver enhanced value adds to members and drive revenue for CNECT. Responsibilities also include leading various contract initiatives as directed by the Contracts Manager, developing and maintaining key supplier partnerships, execute new contract launch processes incorporating both sales and operational strategies to effectively grow and operationalize the contracts. This position works in conjunction with the Business Intelligence Manager assisting in market research and evaluating member purchase data to direct future contract strategy. The Sr. Contracts Specialist is an internal and external subject matter expert resource. Responsibilities include developing and presenting training that provide contract details and connection instructions to sales and service, marketing, and operations teams, in addition to, participating in member business reviews and other sales driven interactions to advise on CNECT’s contract portfolio and how to operationalize the contracts. The Sr. Contract Specialist will contribute to company goals and support CNECT’s mission in addition to the mission of Health Center Partners and its family of companies.

ESSENTIAL JOB FUNCTIONS

Key responsibilities:

- Under the direction of the Contracts Manager, project manage active RFPs through the various stages to ensure all deadlines are met and expectations fulfilled. This includes the preparation of CNECT RFPs which includes timelines, RFP documents, supplier contact information,

proposal matrix(es), and schedule internal and external meetings in concordance to RFP timelines

- Track document approval and signature process to ensure that agreements are in place when required and are properly executed in compliance with company policies.
- In alignment with current contract strategy, engage Premier contracted suppliers to present CNECT value proposition and negotiate enhanced terms and conditions, promotions, and/or other benefits exclusive to CNECT members.
- Execute new contract launch process that includes presenting contract details, sales strategy, how to operationalize the contract, and member benefits to CNECT's sales and service, operations, and marketing teams.
- End-to-end project management of assigned contract categories of CNECT's existing and future contract portfolio including direct contracts and Premier amended agreements (piggybacks), in addition to, developing and maintaining executive summaries for direct contracts.
- Serve as a contract SME at member business reviews and other meetings to advise on CNECT's contract portfolio and how to operationalize the contracts.
- Maintain a detailed contract schedule that crosses multiple fiscal years.
- Maintain all contracting forms and templates, including the admin fee exception list, to ensure the most current copies are accessible in CRM and utilized by the contracts department.
- Assist with market research to identify new contract opportunities for CNECT members.
- Assist the Sales Operations Director in collecting sales and admin fee reports from contracted suppliers.
- In conjunction with the Contracts Manager, consults with suppliers and manufacturers to familiarize their contracting staff and sales teams with regards to our CNECT program and to establish productive, positive relationships
- Utilizes the Salesforce CRM to manage contracting components and to ensure clear and transparent communication.
- Assists with overflow of additional sourcing tasks as needed.
- Completes special projects in a wide variety of areas as assigned.
- Contributes to a work climate that facilitates a collaborative team environment.

QUALIFICATIONS

Skills

- Strong oral and written communication skills, with an ability to negotiate and execute contracts.
- Ability to network, build relationships, and confidently work with others both inside and outside of the Company.
- Strong business acumen and interpersonal skills, as well as being easy to approach and talk openly to
- Strong organizational skills, with the ability to multitask and work on multiple projects with ease and efficiency, while meeting expected deadlines.
- Strong understanding of processes and knowledge within respective division/focus areas.
- Identifies challenges in managing urgency of projects with the ability to communicate issues before they arise.
- Excellent analytical skills and detailed oriented
- Ability to manage all components of complex projects using Company resources effectively to meet expectations of internal and external clients.
- Exceptional team player and able to work professionally and collegially with others, including management, in a fast-paced environment.

- Actively researches more efficient business processes to save time and costs for the Company.
- Ability to effectively engage suppliers and potential suppliers via phone, email, and video conference.
- Strong work ethic, while remaining composed and productive under stress.
- Ability to work independently in a fast-paced, autonomous environment with minimal supervision.
- Strong computer skills, including advanced proficiency in Microsoft Office suite and relevant databases/programs, especially Salesforce.

Education/Experience

- Bachelor's degree in business or other related field is required.
- Minimum of five (5) years of experience in group purchasing, sourcing or contract administration.
- Experience with a national GPO and healthcare market is preferred.
- Salesforce experience is preferred.

GEOGRAPHICAL LOCATION, STANDARD BUSINESS HOURS, AND TRAVEL REQUIREMENTS

- Located in the continental US no more than a 60-minute radius to a major U.S. airport.
- Business hours are generally 8:00-5:00 EST.
- A minimum of 25% travel is required for member meetings and staff development purposes.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer