

## **Procurement Specialist – Contract Management**

### **Duke Kunshan University**

#### **Job Description**

##### **Position Overview:**

The Procurement Specialist - Contract Management is responsible for steering and supervising the contract management process including contract drafting, internal review coordination, negotiation support, contract signing and filing, renewal/termination and supplier and cost database maintenance.

##### **Reports to:**

Senior Manager of Procurement

##### **Essential Duties:**

- Establish and continuously improve the University's tender procedure.
- Lead and monitor bidding projects in compliance to existing tender procedure.
- Observe and study the update of government bidding rules and regulations to implement any changes into tender procedure and support the decision making.
- Review commercial terms of contracts and prepare contract templates by categories.
- Design the Campus contract management process and contract compliance system.
- Participate in contract negotiation, take meeting minutes and actively follow up the contract.
- Manage documentation like RFP, contracts and POs; be active in tender closing stage and be responsible for contracts signing works.
- Be responsible for contract full life cycle management, maintain contract list and archive the original and electronic documents of the contract, file and register contracts, manage the contracts in a standardized mode, ensure easy and convenient reference.
- Understand the contract implementation, variation and termination. Have a working knowledge of contract payment, communicate with vendors and financial department, forecast the payment cash flow and ensure the payment is done on a timely manner.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

##### **Required Qualifications:**

- A Bachelor's degree in legal, risk management or other closely related field is preferred.
- Good understanding of the purchasing contracts.
- More than 3 years related working experience, 1 year contract management/procurement experience.
- Good verbal and written Chinese and English language skills.
- Proficient in MS Office.
- Familiar with Yonyou system is preferred.
- Statistical and analytical skills is required.