

Contract Manager/Specialist

This position is offered by Paralegal Resource Center, Inc, a staffing agency. The company's web site is www.prcdenver.com The client is a growing international medical manufacturing company who is looking for experienced and self-sufficient contracts specialists to work with customers, as well as internal and external parties in drafting, negotiating and managing agreements and assist their team on projects. This position requires strong communication skills; attention to detail; ability to be flexible and work in a high volume environment. Excellent problem solving, conflict resolution, and customer service skills necessary. Ability to prioritize; multi-task; meet deadlines; desire and ability to accept increasing responsibilities, strong PC skills (especially in using Tracked Changes in MS Word) including Microsoft Office, Excel, Word, and PowerPoint also needed. Salary range is \$65-\$75K.

Position is located in Englewood, CO.

Education: Bachelor's degree and a paralegal certificate preferred.

Experience: Minimum 3-5 years experience in an in-house corporate environment in either Legal, Contract and/or Procurement department.

To apply for the position, please send your resume to jgraff@prcdenver.com