

Contract Specialist

Boston University Sourcing & Procurement

The Contract Specialist will support the Sourcing and Procurement division of Financial Affairs at Boston University. The primary roles and responsibilities include, but are not limited to, the following: Administering the overall contract management process, including facilitating, developing, reviewing, negotiating, and tracking of contractual arrangements for goods and/or services between the University and third party suppliers Collaborating and partnering with the Office of General Counsel (OGC) to manage the goods/services contracting process at Boston University, including the review of complex contracts and seeking guidance from their office on contract language where necessary Reviewing contract language, including determining, evaluating and proposing additional terms to mitigate risk before sending contracts for approval to an appropriate signatory Training and developing Sourcing and Procurement staff on Maintaining the University's standard contract templates (in conjunction with OGC), as well as interfacing with suppliers and campus units contracting best practices and University's policy and procedures pertaining to the contracting process. This position will coordinate closely with all members of the Sourcing and Procurement team.

Required Skills:

B.A./B.S. required; JD Preferred; with at least 5-8 years work experience. Experience working in a Procurement function with exposure across a breadth of category types is preferred. Experience with ARIBA contracts is preferred, but not required. Experience with other eProcurement tools is acceptable. Experience with designing and implementing eProcurement contracting processes is preferred, including automated approval workflows and contract authoring. Experience in a relevant industry, such as higher education or not-for-profit environments, is preferred, although not required. **MUST INCLUDE COVER LETTER IN ORDER TO BE CONSIDERED.**

If interested, please apply at:

https://bu.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=300936&source=ONLINE&JobOwner=1017352&company_id=15509&version=1&byBusinessUnit=NULL&bycountry=0&bystate=1&byRegion=US_MA&bylocation=NULL&keywords=category%20manager&byCat=&proximityCountry=&postalCode=&radiusDistance=&isKilometers=&tosearch=yes&city=