

## ***Job Description: Contract Administrator***

The Center for Leadership Studies is seeking a Contract Administrator who is highly motivated, organized and team-oriented who understands a customer-focused environment and is committed to getting the job done.

### **Key Responsibilities:**

- Negotiate and revise customer initiated contracts and customer licensing documents, working closely with our Sales Team and CEO
- Manage Global Affiliate contracts
- Oversee the preparation and revision of vendor contracts for purchasing products and/or services
- Participate in writing legal language for proposals to customers
- Prepare contract briefs and revisions summarizing contractual requirements and making recommendations
- Track all contract renewals and correspondence
- Maintain detailed and organized files
- Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications and renewals
- Prepare and disseminate information to appropriate employees regarding contract status and facilitate update meetings
- Ensure CLS is in compliance with legal requirements, company policy and all government regulations
- Update all activities and upload all contracts into the company CRM (Salesforce)
- Initiate new Copyright and Trademark registrations, update existing registrations and develop a comprehensive tracking system
- Analyze and mitigate risk
- Other duties as assigned by CEO

### **Requirements:**

- Currently living in the Raleigh/Durham area
- 5 – 7 years minimum experience in similar capacity and/or Paralegal
- Expert computer knowledge (Microsoft Office programs and internet) required
- Team-oriented nature; desire to pitch in where needed for the good of the business and customer
- Superior organizational skills and attention to detail
- Customer-oriented mentality
- Ability to multi-task and work autonomously
- Sense of ownership and pride in work

## **We offer a competitive and attractive compensation package, including:**

- Performance culture
- Comprehensive medical/benefit coverage
- Advancement opportunities

## **Company Overview:**

For more than 45 years, The Center for Leadership Studies (CLS), founded by Dr. Paul Hersey, has been the global home of the original Situational Leadership® Model. With over 14 million leaders trained, Situational Leadership® is the most successful and widely adopted leadership model available. Deployed in more than 70% of Fortune 500 companies, Situational Leadership® transcends cultural and generational differences and equips leaders around the globe with the skills necessary to address a specific challenge, drive behavior change and increase productivity. CLS' diverse product portfolio includes a comprehensive off-the-shelf leadership curriculum founded on our proven, research-based competency model. In addition, CLS has more than 25 years of experience designing and developing award-winning custom training solutions.

CLS services customers both domestically and internationally through an extensive network comprised of over 200 learning professionals in more than 35 countries. Our global affiliates and facilitators understand the nuances present in each culture, allowing for the delivery of innovative, high-quality training programs in localized languages.

## **Our Values:**

At The Center for Leadership Studies we view each customer opportunity as a long-term partnership. In such relationships, we believe that the values of the people that you choose to do business with can have an equal impact on the success of your learning endeavors as can the technical skillsets. Put a different way, we feel it's important for you to know who we are and what we stand for. Below are the values we strive to live by each day. They represent the expectations that we have for each and every CLS team member:

### **Be Responsive: Service Is Inside And Out**

Do what you say you are going to do when you say you are going to do it. Don't over promise and never under deliver

### **Embrace Teamwork: Invest In Others**

Strive to continually develop and nurture your base of personal power

### **Own Your Actions: Take Personal Responsibility**

Follow through on your commitments with relentless attention to detail, completion and results

### **Maintain Your Integrity: Do the Right Thing**

Communicate openly and honestly: Develop a reputation grounded in personal and professional credibility

### **Have Fun: Take a Minute to Smile**

Enjoy the journey (celebrate victories; keep setbacks in their proper perspective). Embrace the fact that work and fun are NOT mutually exclusive terms