

Choice Spine Job Description

Job Title: Analytics and Contracts Administrator

Department: TBD
Location: Knoxville, TN
Reports To: TBD
Shift: First
FLSA Status: Exempt
Prepared By: Judy Barkhurst
Prepared Date: 11/19/2019
Approved By:
Approved Date:

SUMMARY

This position will focus on drafting and negotiating a wide range of contracts common to the Spinal Implant industry, managing the Company's Contracts function, and providing business and operational analysis as needed. These contributions will also help to support the Company's research and development and business development efforts. This individual is responsible for maintaining the relationship, contracts and pricing lists between ChoiceSpine, LLC and Hospital Buying Groups, Individual Hospitals, Distributors as well as managing Physician Consultant agreements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and maintain proactive system to maximize Choice Spine, LLC's GPO, IHN and Hospital contracts
- Appropriately triage contracts requests, setting appropriate priorities with internal stakeholders and delivering results efficiently
- Draft, negotiate, and implement new contracts, amendments, renewals, and terminations and confirm all required documents are submitted before deadlines.
- Interact with internal and external parties to gather relevant information required for contract preparation, negotiation and management
- Ensure all current price list are up to date and loaded in ChoiceSpine, LLC's ERP system
- Work inside of margin parameters set by senior managers
- Intervenes, analyzes, manage and resolves business conflicts between the company and the hospitals
- Assist with the development of processes and practices that standardize and streamline the internal contracting process, including developing and updating contract templates and standard provisions to be utilized in various scenarios
- Conduct and coordinate financial, product, market, operational and related research to support strategic and business planning within the various departments
- Track and analyze critical business metrics

SUPERVISORY RESPONSIBILITIES

Not Applicable

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle multiple tasks, prioritize and keep organized ensuring timely and accurate work
- Analytical skills and attention to detail

- Initiative, follow-through, sound and accurate judgment with an ability to support and explain reasoning for decisions. Includes appropriate people in decision-making process; and ensure timely decisions are made
- Contract negotiation skills and experience.
- Advanced knowledge of Microsoft office including Outlook, Word, Access and Excel
- Microsoft Access, SAP and/or SQL experience strongly preferred
- Interpersonal skills necessary to deal effectively with a variety of senior leadership, employees and vendors
- Superior written and verbal communication skills
- Strong professional ethics, which include approaching others in a tactful manner; reacting well under pressure; treating others with respect and consideration, regardless of their status or position; accepting responsibility for own actions; following through on commitments and maintaining confidentiality.
- Must be willing to travel

EDUCATION and/or EXPERIENCE

BS / BA degree with five years of experience in medical device and /or Spine industry contracting experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Not Applicable

EXEMPTION

Exempt

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Working environment is typical of an office environment. The noise level in the work environment is usually moderate.