

## **ChoiceSpine Job Description**

**Job Title:** Contracts Manager

**Department:** Contracts  
**Location:** Knoxville, TN  
**Reports To:** Director of Business Analytics  
**Shift:** First  
**FLSA Status:** Exempt  
**Prepared By:** Judy Barkhurst  
**Prepared Date:** 8/26/2024  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

The purpose of this position is to grow and manage ChoiceSpine's contracts portfolio. This position will focus on cultivating relationships with GPO and IHN contacts, 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. This individual is responsible for maintaining the contractual relationships, contracts and pricing lists between ChoiceSpine. LLC and Hospital Buying Groups and Individual Hospitals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attend IHN/GPO meetings to strengthen existing relationships and cultivate new relationships
- Manage the process for updating contract information in contract's database ensuring all data is current and complete
- Monitor and report on performance against contracts
- Become a trusted advisor to the Sales Team Members and Leadership
- Develop and maintain proactive system to maximize ChoiceSpine. 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
- Intervene, analyze, manage and resolve 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

### **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.

- Enthusiasm and "self-starter" qualities enabling him or her to manage responsibilities with an appropriate sense of urgency; the ability to function effectively and efficiently in a fast-paced & dynamic environment
- 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 and Excel
- Microsoft Access, SAP and/or SQL experience 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 three years of experience in medical device and /or Spine industry experience favorable.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Not Applicable

#### **EXEMPTION**

Non-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.