



Contracts Administrator

Location: San Diego, CA

inCode is a leading global professional services organization that has been providing enterprise solutions, business strategy and telecom technology consulting for progressive companies since 1998.

We are seeking an experienced Contracts Administrator with demonstrated experience in commercial and contract law. Ideal candidates will have a minimum of 7 years of experience drafting, reviewing, editing, and analyzing complex technology agreements. Preferred candidates will possess the ability to work in multi-disciplinary teams and a matrixed organization while handling a variety of responsibilities.

Experience drafting and negotiating consulting and outsourcing services agreements is preferred. Knowledge of global contract structures and global delivery is desirable.

Strong attention to detail and the ability to think independently and self-manage is critical to success in this position.

Responsibilities Include:

- Managing customer contracts from RFP to closure (e.g., non-disclosure agreements, RFP matrices, and services agreements) through negotiation, drafting and resolution of complex matters directly with customers (internal and external)
- Working under the guidance of attorneys and completing first drafts of contracts and related documents for attorneys
- Interpreting contract terms, assessing business and legal risks to minimize risk of loss and liability, and communicating such as a liaison to the attorneys and global management across various departments
- Thinking out of the box by independently applying advanced skills to resolve complex problems not covered by existing procedures or practices and innovatively adapting existing procedures within policy limits to attend to specific customer requirements
- Preparing and providing necessary documents for contract review and signature, reviewing discrepancies, and recommending and following up on assigned action plans
- Interpreting, managing, and updating various internal Legal policies, forms and requirements including, providing employee training regarding such policies and requirements
- Functioning independently and assuming responsibility for successful completion of responsibilities.
- Other office administration duties including corporate mobile phone administration, Purchase Order management and other duties as assigned.

Requirements Include:

- 5 - 7 years of contract administration and negotiation experience involving all forms of information technology agreements including, non-disclosure agreements, professional services agreements, vendor (software and hardware) contracts, as well as subcontract administration and teaming agreements.



- Demonstration of experience and broad knowledge of specialization through successful resolution of complex and cross functional problems.
- Strong written and oral communication skills including the ability to clearly articulate legal and business concepts and risks to a broad audience (including management);
- Strong negotiation and analytical skills;
- Ability to prioritize, manage and meet changing deadlines;
- Ability to work independently;
- Ability to coordinate multiple groups associated with complex contract generation
- Experience supporting and liaising with a sales force.
- Knowledge of global contract structures and global delivery is desirable.
- BA/BS required. Advanced degree MAY be substituted for experience, where applicable.