

PAXIS Institute is hiring a remote Contracts Specialist!

The Contracts Specialist addresses and responds to daily activities for the contracts department. This position oversees all customer contracts and coordinates contract deliverables. The Contracts Specialist coordinates all logistics and deliverables with the Director of Finance and Operations and works closely with all PAXIS Institute departments, including Fulfillment, Service Delivery, Outreach, Development, Evaluation, and Technology. This position requires exemplary customer service skills, attention to detail, and the ability to balance multiple projects and demands.

Essential Functions:

- Collaborates with Marketing / Outreach to define appropriate product programming for new leads and current customers.
- Collaborates with Finance / Marketing to develop cost estimates for potential new contracts.
- Responsible for conversion of leads to customers or contracts by collecting needed information.
- Generates formal quotations for potential new contracts and tracks the quotations from proposal stage to acceptance stage.
- Manages accepted contracts throughout the life of the agreement including extensions, Amendments, and change orders.
- Negotiates contract terms and ensures proper business documentation of all aspects of customer agreements.
- Responds to customer requests for scheduling of contracted services and launches the service delivery process.
- Develops good working relationships with customers through the use of effective communication strategies to ensure excellent customer service.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Proficiency in MS Office applications including Outlook, Excel, Word.
- Proficiency for remote meeting software.
- Ability to work remotely with minimal supervision.
- Must provide a professional remote office setting (equipment provided).
- Demonstrated professional written and verbal communication skills.
- Professional manner and demeanor.
- Ability to work in a fast-paced environment and under deadlines.

Education

- Bachelors' degree in any business field and/or minimum of five years contracts experience.

Relevant Experience:

- Federal / state grants experience preferred.
- Minimum of five years in positions of progressive responsibilities related to contracts.
- Experience working directly with customers in a professional manner.
- Experience with Salesforce required.
- Experience with QuickBooks On-Line required.

Travel:

- Travel may be required for this position.

The salary range for this position is \$55,000 to \$70,000 annually, based on knowledge, skills, abilities, and experience.

If this sounds like a position that interests you, please click on the link below or copy and paste the link into a browser tab to complete the initial screening questions.

<https://www.research.net/r/TTSB9NL>

Thank you for your interest in PAXIS Institute!