



Job Code: 9679
Grade: 21
HCWR: N

Job Title
Supply Chain Contract Specialist

Department
Supply Chain

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Supply Chain Contract Specialist support day-to-day contract management for a specific subset of contracts. The Supply Chain Contract Specialist ensures that all contracts meet operational deadlines, adhere to federal, state, and local mandates, and that all analyses and reporting follow established Supply Chain Business Process.

Typical Duties

- Drafts, reviews, and circulates new contracts and amendments for approvals according to best practices and CCH policies and procedures
- Collaborates closely with Supply Chain Management Strategic Sourcing to facilitate the efficient execution of contracts and amendments
- Gathers all required documents and information for the contracting process (e.g., Women and Minority Business Enterprise (WMBE) requirements, Supply Chain Leadership process forms, Board Transmittals, Electronic Disclosure Statement (EDS) forms, etc.)
- Establishes and develops ongoing relationships with vendors and Leadership to assist with Supply Chain contracting needs. Facilitates electronic signature with vendors and internal business users as needed
- Ensures all systems are updated and loaded with accurate contract data, documents, terms and line-item pricing
- Reviews and recommends processes to ensure timely renewal of contracts
- Performs vendor background checks to ensure all ordinances and policies are followed prior to execution of contract or amendment. Updates Leadership on status
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- One (1) year of experience supporting procurement contract activity
- Proficiency using Microsoft Office (Excel and Word)

Preferred Qualifications

- Bachelor's degree in healthcare, business administration, supply chain, clinical discipline, or closely related field
- Experience in Enterprise Resource Planning (ERP) Supply Chain applications (e.g., Oracle), and DocuSign or Contract Lifecycle Management (CLM) system

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels



Knowledge, Skills, Abilities and Other Characteristics

of staff and a patient population composed of diverse cultures and age groups.

- Exceptional organizational skills and the ability to manage multiple projects to completion
- Strong customer service.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills.
- Ability to work with cross-functional teams (e.g., Value Analysis).
- Ability to interpret and comprehend complex contract conditions and identify potential liabilities and areas for improvement.
- Ability to prioritize, plan, and organize projects and tasks.
- Ability to adhere to department policies and standards utilizing best practices.
- Ability to maintain a professional demeanor and composure when challenged.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.