

UW HEALTH JOB DESCRIPTION

CONTRACT ADMINISTRATOR

Job Code: 420013	FLSA Status: Exempt	Mgt. Approval: E. Cook	Date: March 2022
Department : Supply Chain - Procurement Services	HR Approval: S. Whitlock	Date: March 2022	

JOB SUMMARY

The Contract Administrator is responsible for the management, tracking, updating, distribution and system entry of all new and existing agreements, contracts, amendments and addenda. In addition, the Contract Administrator acts as the interface between the supplier, Procurement Services and the customer and is responsible for assuring the timely distribution and completion of the necessary paperwork. The Contract Administrator also works closely with Legal, Accounting, business owners and customers in an effort to ensure that contracts are executed or updated in a timely, compliant, and courteous manner while maintaining appropriate records of these activities.

Customer service is the focus of the Contracts Administrator role, providing consultation to internal customers in Sourcing/Contracting practices and Oracle Cloud ERP system policies and processes. Our success is our customer's success, we exist because of them.

MAJOR RESPONSIBILITIES

Analysis & Reporting

1. Independently monitors, analyzes and reports on expiring contracts, working closely with department leadership, the Procurement team, the Value Analysis team and UW Health stakeholders to avoid interruption in patient care, medical center operations and/or price continuity
2. Analyzes and reports Procurement's opportunities for cost savings on upcoming contract expirations via monthly product report
3. Produces, analyzes and summarizes contract data during all stages of the contracting process to support negotiation and Value Analysis strategies, integrating data from systems administration, Accounts Payable and Knowledge Center teams as needed
4. Complete initial contract review of all vendor item changes to determine whether item exists in a current contract. Engage Value Analysis (as necessary) for review of changes and update item information accordingly.
5. Ensures the timely transfer of all contract data (e.g. terms, pricing, effective dates, expected rebates, etc.) to Supply Chain Informatics and relevant systems; including acting as a liaison between SCI team and vendor for uploading of new products.
6. Act as liaison between internal/external customers and suppliers, including but not limited to, updating contract information under direction of the Procurement staff.
7. Develops and monitors key performance indicators for the contracts management function, tracking and referencing industry performance benchmarks whenever possible

Records and Systems Management

1. Maintain Contract data for UW Health-approved contracts and products.
2. Work with external and internal customer groups (Supply Chain, CQVA.) to ensure alignment of data across all supply chain systems using a variety of data management tools.
3. Identify and maintain mechanisms to assure adherence to items nomenclature and other established data standards.
4. Serve as primary administrator to record and manage vendor rebates
5. Produce routine reports to support supply chain functions including work planning and vendor performance.
6. Serves as the primary administrator for contract entry into software modules,
7. Serves as organization's educator for Oracle Contract module
8. Integrates contracts data with (and from) other key systems as necessary
9. Establish and maintain standardized electronic contract filing processes to enable efficient contract investigation.

Compliance Tracking

1. Monitors and reports on supplier compliance with rebates
2. Maintains supplier compliance records, gathering and incorporating data from other sources regarding compliance with other terms, e.g. delivery, performance, quality, etc.
3. Assures collection of rebates and directs allocation to appropriate cost centers

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

UW HEALTH JOB DESCRIPTION

Education	Minimum	Associates degree in business management or related field. Two (2) years of relevant contract administration experience may be considered in lieu of degree, in addition to the experience below.
	Preferred	Bachelor's degree in Business Administration, Healthcare Administration, Legal Assistant/ Paralegal or related field
Work Experience	Minimum	<ul style="list-style-type: none"> Two (2) years contract administration experience with progressive responsibility Working knowledge of contracts and procure-to-pay process
	Preferred	<ul style="list-style-type: none"> Two (2) years experience in contract management, purchasing, commodities, supply chain or other relevant field Familiarity with Oracle Cloud or other ERP systems Health care supply chain knowledge
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Working knowledge of contracts and procure-to-pay process. Detail oriented with a demonstrated talent and enthusiasm for investigating and solving problems. Ability to identify and remedy errors. Intermediate skills using Microsoft Excel, including VLOOKUP functionality, PowerPoint and Word to combine data from multiple sources and present data in appropriate formats. Strong verbal and written communication skills using Microsoft Word and Outlook. Strong, demonstrated skills in analytics, communications and interpersonal skills. Demonstrated ability to work independently, meet deadlines and adhere to strict guidelines. Interpersonal skills to work effectively with varying seniority levels, including staff, managers and external partners. Ability to multi-task and problem solve in a fast paced environment. Familiarity with Oracle Cloud or other ERP systems. Health care supply chain knowledge preferred.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25	20-50#	10-25#	Negligible-10#

UW HEALTH JOB DESCRIPTION

	pounds.			
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.