

## **Contract Management Specialist**

### **Job Summary:**

Supports the sourcing and contracting function at the enterprise level ensuring that supply, equipment, and services contracts are appropriately managed and are accurately maintained. Leads the contract lifecycle process. Works with clinical and administrative leadership at all of system sites, leads or participates in cross-functional multi-site decision teams from initial requirements definition through the contract award process.

General Scope of Project Impact: \$100,000 - \$5,000,000/ project

This position is responsible for contracting for the Orthopedic Total Joints, Shoulders, Sports Medicine, Trauma, Spinal Products & Biologics, Neuromodulations and Pain Management.

### **• Principle Responsibilities**

- Works with clinical and administrative leadership at all of sites, leads or participates in cross-functional multi-site decision teams from initial requirements definition through the contract award process.
  - Reviews historical trend and expense data, identifies cost reduction opportunities, investigates options and market dynamics, defines sourcing strategies, develops requests for proposals, evaluates and analyzes bids, prepares negotiation plans, negotiates contracts, documents the basis for contract awards, coordinates vendor support for implementation, and monitors supplier performance.
  - Compiles site specific and provider specific analysis related to usage and cost.
  - Summarizes financial and non-financial factors relevant to the contracting process.
  - Develops, summarizes and presents data to stake-holders to influence and guide contracting decisions.
  - Develops effective working relationships with leaders, staff and vendors to support a collaborative environment to minimize supply, equipment, and/or purchased services expenditures and ensures appropriate quality and supplier service levels.
  - Delivers financial savings by effectively addressing contract opportunities (rebid, extend, convert, or customize/enhance existing contracts).
  - Supports conversions and implementations.
  - Supports product trials.
  - Coordinates work with key vendors to implement effective vendor managed inventories, assists site materials teams in understanding inventory requirements.
  - Analyzes significant, and/or unique contract requirements, special provisions, working with legal to ensure terms and conditions are compliant with appropriate laws, regulations, and corporate policies and business unit procedures.
  - Reviews and monitors performance to ensure compliance with contract terms or proactively identify changes in order to mitigate risk.
  - Other duties as assigned.

### **Job Requirements**

- Bachelor's degree in business, health care or related field required in lieu of experience preferred

- 2 to 5 years of experience in finance, sourcing, project management, contracting or other related field required

**Physical Demands**

Sedentary:

Lifting weight Up to 10 lbs. occasionally, negligible weight frequently

- Additional Job Description

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- **Hybrid Role in office as needed (Location Allina Commons Minneapolis)**
- **M-F Days**
- **No Weekends or Allina Recognized Holidays**
- **Benefit Eligible**

Hiring Manager: [Kathryn.Plunkett@allina.com](mailto:Kathryn.Plunkett@allina.com)