

Job Title: Contract Facilitator/Administrator

Department: Operations
Reports To: VP Operations
Seniority Level:
Employment Type: Full-time

SUMMARY

6Connex, a leader in virtual events software, has an exciting **opportunity** for a Contract Facilitator/Administrator to help lead our growth. We are seeking a **Contract Facilitator/Administrator** who will play an important role as a business partner on behalf of 6Connex in maintaining and organizing legal files, structuring, drafting and reviewing documents and contracts, and ensuring legal documents and contracts adhere to company standards and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Contract Facilitator/Administrator is responsible for the day-to-day activity of structuring, drafting, and reviewing contracts. The Contract Facilitator/Administrator is also responsible for maintaining and educating on commercial policies and procedures, and ensuring consistent application of these throughout the business, through sound partnering with the business and functional teams.

- Drafting, reviewing and advising on business agreements such as, but not limited to vendor contracts, customer sales contracts, license agreements, amendments, confidentiality agreements, contract amendments, and request for proposals.
- Administering contract documentation and approval systems pursuant to 6Connex policies and procedures.
- Complete contract forms for sales opportunities, including filling in basic information, collecting supporting materials for schedules, exhibits, and appendices.
- Update form agreements and drafting contract amendments, as necessary.
- Proofread legal contracts to ensure accuracy, completion, consistency, and compliance.
- Managing contract databases and other documentation tools.
- Working closely with company sales, marketing, delivery, finance, and technical teams as well as customers, business managers and attorneys.
- Acting as a business partner by applying combined business and legal judgment to proposed deals, relationships and other issues requiring legal or compliance attention.
- Providing legal leadership on specific commercial areas as identified.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of 5 years demonstrated administrative experience in a corporate or professional business environment, supporting the activities of a department/team or senior manager
- Previous SaaS contract facilitation/administration in a business to business industry needed
- Strong time management skills. Must be able to handle multiple projects simultaneously in a fast-paced environment

- Strong oral and written English communication skills, including grammar and composition
- Excellent PC skills with advanced level skills in all Microsoft Office applications (Microsoft Word, Excel, PowerPoint and Outlook)
- Ability to handle confidential information with a high level of discretion.
- Solid knowledge of legal terminology, contract negotiation and substantive law.
- Demonstrated experience working on multiple projects with more than one team member simultaneously, adjusting to changing priorities and follow through on all assignments
- Must be able to work self-directed with an ability to multi-task
- Must be willing and able to flex work hours periodically based on business needs
- An approachable nature and the ability to build trusting relationships with internal and external customers.

KEY PERFORMANCE INDICATORS

- Responsiveness
- Customer satisfaction
- Accuracy

LOCATION

The position is located at offices in the Tech District in beautiful downtown San Antonio. We offer competitive compensation, great career growth potential, and a comprehensive benefits package

ABOUT 6Connex

6Connex is a member of the Dura Software family of companies and providing global software and services for enterprise online events. Our cloud-based product portfolio includes virtual environments, learning management and webinars. Designed for marketing, sales, recruitment, training and HR communications, we transform big ideas into real-world results. Our customers include Salesforce, Blackrock, GE, SonicWall, Ericsson, CA Technologies and Fiserv. For more information, visit www.6Connex.com.

Job Type: Full-time

Salary: \$45,000 - \$60,000 /year

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Flexible schedule
- Parental leave