

Contract Representative Level 1

At Prosci, we employ dynamic individuals with a passion for change management and depth in their respective area of expertise. Our employees are dedicated team players who bring energy, professionalism and pride to their work. The Prosci environment is one in which motivated, creative problem solvers succeed.

Position Summary

The Contract Representative Level I will support Prosci’s legal department by administrating Prosci’s contracts. This position will report to the Senior Counsel and be in Fort Collins, Colorado. The primary focus of the Representative Level I will be on generating, maintaining the status of, and assisting in finalizing Prosci’s various types of contracts, including client, vendor, and partner agreements. The ideal candidate will have a proven history of strong attention to detail while meeting departmental and organizational deadlines in a fast-paced and dynamic setting. The objective of the role will be to facilitate, coordinate, and maintain agreements throughout the contracting process.

Position objectives and responsibilities

- Make use of document generation software to draft new agreements using Prosci’s standard agreement templates, which include client license and services agreements, and accompanying statements of work, as well as partner and vendor agreements.
- Coordinate with internal stakeholders on agreement statuses and prioritize the review process.
- Incorporate contractual obligations into Prosci’s contract management system.
- Finalize agreements via e-signature software.
- Prepare reports on contracting metrics.
- Assist in continuously updating Prosci’s contracting process with associated stakeholder input.
- Maintain accurate and complete files of contracts and records.

Essential skills and experience

- 0-3 years’ experience in contract administration.
- Knowledge of and proven ability for attention to detail and strong organizational skills.
- Ability to prioritize conflicting demands in a fast-paced environment with a proactive approach to deadlines.
- Collaborative approach with a focus on relationship-building with both internal and external customers.
- Experience with Salesforce or similar CRM applications, document generation software, and/or electronic signature platforms preferred but not required.



Physical demands and work environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must be capable of comfortably lifting and/or moving items weighing up to 20 pounds (never to exceed 40 pounds unassisted). Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.

How to apply

Please email cover letter and resume to resume@prosci.com with “Contract Representative Level 1” in the subject line.

About Prosci

Founded in 1994, Prosci is the global leader in change management and the provider of choice for 80% of Fortune 100 companies. Prosci combines scientific research with the people side of change to deliver results-focused solutions that enable clients to achieve change outcomes and grow organizational change capability. Prosci maintains the world’s largest body of change management research—the basis for the company’s tools, methodologies, services, and role-based development programs. To date, Prosci has trained and certified over 50,000 change management practitioners worldwide. The company is headquartered in Fort Collins, Colorado, with offices in Halifax, Canada, and Sydney, Australia, and more than 25 certified Prosci Partners around the globe. Prosci is always expanding directly and through its partner network to ensure change success for clients no matter where they are located.