**Contract Manager**

Koenig, Oelsner, Taylor, Schoenfeld & Gaddis PC (KO) is currently hiring a legal contract manager to work in Denver or Boulder, Colorado. The successful candidate will support attorneys and clients of this boutique corporate/commercial law firm.

**Duties:**

* Review, edit and draft contracts, analyze risk and assist in the execution of a wide variety of commercial sale and services agreements, amendments, non-disclosure agreements, and related documents.
* Participate in contract negotiations.
* Collaborate with clients and subject matter experts to ensure that commercial agreements are aligned with business objectives and satisfy compliance issues.
* Prepare correspondence, memorandum and contract documentation in support of contract execution.
* Develop or facilitate development of contract templates and other tools to be used by contract manager, paralegal and attorneys.
* Assist in the development, implementation and enforcement of contracting policies, directives, or strategic initiatives.

**Skills Required:**

* Bachelor’s degree from an accredited university.
* Minimum of 7 years work experience in a law firm and/or an in-house legal department drafting, negotiating and managing contracts.
* Excellent written and verbal skills; adept at communicating complex issues concisely and effectively with attorneys and clients.
* Well-organized and detail-oriented with an outstanding work ethic; should be able to independently manage and successfully prioritize numerous projects under deadline pressure.
* Strong interpersonal skills; can interact professionally with staff, attorneys and clients.
* Ability to identify legal issues and exercise sound judgment in determining when to escalate them to the appropriate attorney.
* Has strong sense of ownership over projects and proactively looks for ways to improve processes.
* Comfortable with taking direction from others on the legal team.
* Fluent with Microsoft Office applications (Word, Excel, PowerPoint, etc.), and willing to learn and become a resource for new software applications (e.g., contract management system).
* Able to handle a fast-paced, constantly changing environment with flexibility and sense of humor.
* Open to working on a broad variety of legal and administrative projects.

**Attributes Desired:**

* Experience in commercial contract administration, especially in the field of life sciences.
* Conduct negotiations with minimal supervision.
* Possess excellent conflict resolution skills.
* Familiarity with contract management applications.
* Paralegal training or certification.

**Pay Range:**

$85,000 - $115,000 salary based on experience.

KO currently offers employees health care benefits, opportunity to participate in a 401K plan, a profit sharing plan, transportation or parking stipend, and technology stipend.

**About KO Law Firm | Koenig, Oelsner, Taylor, Schoenfeld & Gaddis PC**

We’re an innovative corporate and commercial law firm with a team of experienced lawyers and a practical, efficient, business-focused approach.

We deliver top notch national corporate and business law experience without the typical high-pressure approach. Our attorneys are routinely [recognized by the industry](https://kofirm.com/ko-partner-jennifer-rosenthal-named-super-lawyers-rising-star-2) and many of [the industries we work in](https://kofirm.com/denver-business-journal-names-charles-ciaccio-among-2018-whos-energy), and have the same prestigious national experience you’ll see at other firms, but the similarities end there.

We have been recognized by the [Denver Business Journal](https://www.linkedin.com/company/2576436/) with a Best Places to Work award, and we have a great team culture.

The KO team is committed to improving our communities through participation in and support of organizations and causes that make them better. KO has been instrumental in building and supporting the Colorado business and entrepreneurial infrastructure, through ongoing work with Colorado’s incubators and accelerators, teaching at area universities and presenting at legal and business conferences. KO also supports local non-profit and charitable organizations through pro-bono legal services, board service and the firm’s annual charitable giving program.

KO is committed to building an inclusive environment for people of all backgrounds and everyone is encouraged to apply. KO is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, disability, national origin, protected veteran status, age, or any other status protected by applicable national, federal, state, or local law.

Contact recruiting@kofirm.com for more information.