

Contract Specialist

Wappingers Falls, NY

Company Overview

RQI Partners, LLC is a joint venture partnership between the American Heart Association and Laerdal Medical, formed by the organizations to deliver innovative solutions that accelerate their lifesaving mission. The company blends the Association's leadership in resuscitation science and education with Laerdal's expertise in technology and implementation to deliver impactful and innovative resuscitation quality improvement programs.

The RQI program is a self-directed, simulation-based performance and quality improvement program for healthcare organizations and professionals that offers "low-dose, high-frequency" knowledge and hands-on learning sessions that provide vital CPR quality practice in @ 20 minutes every 90 days. RQI offers a comprehensive, end-to-end quality improvement program at a lower cost.

Position Overview:

Provides administrative coordination support for the Business Operations function, with particular focus on contractual and legal issues.

Responsibilities:

- Provide contract administration and paralegal duties in support of RQI Partners activities
- Provide an initial review and manage legal contracts and agreements for the organization
- Oversee administration of document retention requirements, and electronic maintenance of legal documents (including but not limited to master services agreements, statements of work, vendor contracts, etc.)
- Assist with contract initiation, renewal and termination procedures
- Process inquiries and requests for legal information and documents
- Work with appropriate management and legal for amendments or extensions of contracts
- Coordinate with sales, business development, customer operations and other departments to support the implementation and fulfillment of contracts
- Report status of current contract processes to management; recommend process improvements where necessary
- Undertake administrative and support duties to support additional areas of the Business Operations function as might be needed from time to time

Required Skills and Competencies

- Bachelor's Degree in related field
- At least 4 years of experience in positions responsible for contracts and agreements with expertise in contract terminology and contract structure with complex entity structures.

- Background in healthcare systems or hospital contracting a plus
- Familiarity with subscription-based selling/contracting strongly preferred
- Strong verbal, written communication and presentation skills
- Proven analytical and creative problem-solving abilities
- Paralegal Certification a plus