



Senior Contract Specialist

Job Description

The Company

Aperio is digitizing pathology. We provide systems and services for digital pathology, which is an environment for the management and interpretation of pathology information that originates with the digitization of a glass slide. Aperio's award-winning ScanScope® slide scanning systems and Spectrum™ digital pathology information management software improve the efficiency and quality of pathology services for pathologists and other professionals. Applications include education, remote viewing, archival and retrieval, basic research and image analysis.

Summary:

The Contract Specialist is responsible for the review, negotiation and administration of business contracts with global customers, vendors and other third parties. The Contract Specialist is also responsible for drafting new agreements to address new business models. Agreement types include non-disclosure agreements, purchase agreements, lease agreements, distribution agreements, value added reseller agreements, business associate agreements, and software licensing agreements. The Contract Specialist works closely with business stakeholders and ensures all contracts comply with the company's policies and procedures, legal and audit requirements, and financial control guidelines. Contract administration duties include receiving all contract requests, contract documentation, execution and record-keeping.

Major Responsibilities:

- Prepare, review and negotiate agreements working closely with business stakeholders and corresponding outside parties to ensure contracts meet business goals and requirements
- Draft agreements to address new business models and requirements
- Maintain the contract management process to ensure the smooth flow of contract execution and archiving
- Front person for all contract requests and inquiries and assign work to colleagues

Qualifications:

- Superior knowledge of contract language and legal requirements for contracts
- Strong negotiation skills, business sense, and interpersonal skills
- Strong oral and written communication skills
- Superior ability to multi-task and prioritize a wide array of initiatives, as well as organizational skills
- Positive attitude, strong work ethic and willingness to work under pressure to meet deadlines
- Reliability, discretion and ability to handle sensitive information and maintain confidentiality
- Strong PC skills

Requirements:

- J.D. preferred -minimum BS/BA degree or equivalent
- Experience with healthcare law a plus
- 4+ years of contract negotiation experience

Location and type:

Full-time employment in Vista, California

Compensation and benefits:

Aperio pays our great people salaries commensurate with market value, and provides full benefits including health benefits and a 401(k) plan. All Aperio employees participate in our stock option plan.

Contact

Aperio is committed to attracting and retaining the most highly qualified candidates available. As an Aperio employee you will be consistently challenged to deliver your best. Because we provide our customers the best technologies and service in the industry, you will constantly develop new skills, learn new products, and be involved in activities that are highly valued in the marketplace. At Aperio, we value our customers as partners, and therefore strive to deliver excellence in everything we do. If you are ready for this challenge, contact us by sending your resume to jobs@aperio.com.