

CONTRACTS COORDINATOR

FULL-TIME, PERMANENT

JOB OVERVIEW: The Contracts Coordinator is a trusted member of the Wellington UniVentures team, responsible for providing vital and high level quality coordination and administration support across the broad array of contracts and portfolio management activities, ensuring timely delivery of day to day contracts coordination and administration support as a critical member of the Wellington UniVentures team. The Contracts and Portfolio team support and enable Wellington UniVentures to maintain effective relationships with external parties, including the transitioning of projects to the portfolio and management of projects. The Contracts Coordinator plays a critical role in ensuring efficient and effective coordination to support these activities.

KŌRERO MŌ TE TŪRANGA- ABOUT THE ROLE

Our Contracts Coordinator reports to the Contracts and Portfolio Manager and they are an important part of the Operations team, working closely with all our people across the Wellington UniVentures team to deliver exceptional contracts coordination and administration services. This role will also work with our external stakeholders where we have a contractual relationship, providing exceptional customer service to all stakeholders.

Key responsibilities will include overall contracts and portfolio coordination, commercialisation/ portfolio companies support activities, Commissioned Research and Advisory (CRA) related tasks including the coordination of legal documents and obligations. This involves a wide array of activities- from the coordination of contract management process end to end, managing templates and support of contract generation, to the responsibility for ensuring all parts of the contract process related to CRA activities is coordinated and completed in a timely manner with strong customer service.

Ō PŪMANAWA - ABOUT YOU

Our perfect person will have some or all of the following education, experience and knowledge:

- Degree level qualification in a relevant area of study/ technical discipline preferred (business or legal) and/or extensive experience in contract management, and/ or professional certifications in Legal operations.
- 3 – 5 years' experience in contract management/coordination or project coordination preferred.
- Proven experience coordinating documentation, contracts and legal requirements with different parties through demonstrated experience in proactively contacting parties.
- Legal document experience with an understanding of complex legal and commercial documents preferred.
- Finance and budgeting experience and understanding preferred.
- Demonstrated experience adding value to processes. Demonstrated experience in a role that requires a high level of attention to detail.
- Demonstrated ability to maintain effective relationships with stakeholders, both internally and externally.
- Demonstrated experience in working with and maintaining a database of files and deadlines.
- Experience working with structured project documentation preferred.
- Exceptional time management.

MŌ TE PAEWAI -ABOUT US

We are Wellington UniVentures -
Victoria University of Wellington's
commercialisation office.

As part of the university, Wellington UniVentures aims to be the acknowledged leader in successfully taking Wellington's knowledge to the world. We are deeply connected to our University's research, converting it into valuable outcomes and capabilities to sustainably grow our region and change lives. We're proud that this is an exciting place to work and we are looking for someone who has the vitality and attitude to join us on our journey.

Wellington UniVentures has a strong commitment to staff development and wellbeing and offers access to a wide variety of workshops for you to continue to learn and develop, subsidised onsite gym membership, health and wellbeing events, and additional annual leave days.

If this role sounds like you and you're interested in joining a small, collaborative and busy team, please [apply now](#) with a cover letter and your CV – we'd love to hear from you right away!

We are committed to ensuring the health, safety and wellbeing of all our staff and contractors. As part of our broader COVID-19 management strategy and to further protect the wellbeing of our staff, customers and partners from COVID-19, we support and encourage all our staff to be vaccinated. If you have any concerns or questions about this, please talk to us.

Wellington UniVentures is committed to providing a working environment that embraces, values and reflects the diversity of the community it serves.

MORE INFORMATION

Please see role description [here](#).

Find out more about working at Wellington UniVentures, contact our HR Manager.

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