



Contract Manager

Amazon's legal department is looking for a talented Contracts Manager to support our rapidly growing business.

This Contracts Manager will be responsible for drafting and negotiating a variety of contracts including but not limited to NDAs, DPAs, MSAs, work orders, counterparty agreements, Vendor Agreements, Service Agreements, Master Hosted Service Agreements and Service Orders, Third Party Certification Agreements, Licensing Agreements, Co-Branding Agreements, sponsorship and promotion agreements.

Additional responsibilities will include process improvement; special projects; compliance research; problem solving; and interacting with clients and outside counsel.

Candidates must have excellent written and oral communication skills and be able to excel in a fast paced work environment.

This role may be based in any of the following locations: Seattle, WA; Arlington, VA; Santa Monica, CA; Culver City, CA; Sunnyvale, CA; or New York, NY.

BASIC QUALIFICATIONS

- Bachelor's Degree
 - 4 or more years of contracts management experience
 - Strong knowledge of legal concepts and contractual legal terms
 - Experience reviewing, drafting and negotiating the legal terms of a broad range of standard commercial contracts
 - Strong written and oral communication style; analytical and computer skills
- Ability to work independently while being able to contribute successfully to cross-functional teams

PREFERRED QUALIFICATIONS

- Previous in-house legal and or law firm experience
 - Experience with process improvement
- Ability to succeed within an fast-paced and high volume environment

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