



**Position: Senior Contracts Manager**

**Reports to: General Counsel**

**Location: Brisbane, CA**

### **Summary**

The Senior Contracts Manager, as a member of the Legal department, is responsible for negotiating and executing a variety of company agreements. The ideal candidate must be energized by working in a complex and fast-paced environment and be able to quickly understand and support business objectives with sound and ethical judgment.

### **Specific Responsibilities:**

- Draft, review and negotiate a wide range of agreements
- Independently support contract needs of assigned business departments and act as the primary liaison for agreements between business and legal departments
- Manage agreements from start to finish including logging and updating contract management system for agreements. Ensure that agreements are timely reviewed and handled, and all agreement records are accurately maintained in contract management system
- Arrange and conduct meetings with senior leaders and business stakeholders to understand business priorities; to provide update on the status of assigned agreements; and to respond to inquiries related to agreements including contractual terms. Provide training to business stakeholders on company policies and processes relevant to agreements
- Work cross functionally with various departments to resolve issues related to contracting and support cross-functional initiatives
- Support the continuous improvement of templates, playbooks and workflow processes
- Perform administrative functions including: scheduling meetings/conference calls, maintaining departmental files (electronic or otherwise), managing contract documentation flow and ongoing maintenance of the contract management system utilized by company
- May oversee work of junior associates, including reviewing agreements and advising on contractual provisions
- Understand and effectively use Microsoft Office Suite, Conga Novatus and other business-specific software
- Comply with all laws, regulations and policies that govern the company business

## **Qualifications / Requirements:**

- Have extensive contract management experience
- Have strong communication skills to effectively gather relevant information from business groups and interact and negotiate with others, both internal and external
- Have strong interpersonal skills to build and maintain strong positive relationships with business stakeholders, including senior leaders
- Have strong writing and analytical skills to independently draft, review, negotiate and revise agreements
- Have high attention to detail, strong organizational, project management and multitasking skills to manage multiple matters, to independently set own work priorities and to meet required work deadlines
- Be able to perform independent analysis of unique problems of increasing complexity and diversity, and propose solutions to attorney or supervisor as needed
- Have flexibility to take on special projects and/or additional responsibilities as needed

## **Preferred Experience, Special Skills, Knowledge:**

- Bachelor's Degree and/or ABA approved Paralegal Certificate
- Minimum 8+ years of relevant experience
- Any people management experience is a plus

## **About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug, AR101 for peanut allergy, is in Phase 3 clinical testing in North America and Europe. The company also plans to begin clinical testing of its investigational drugs for egg allergy and walnut allergy. Headquartered in Brisbane, California – the heart of San Francisco's biotechnology hub – Aimmune has additional offices in the Kings Cross area of London and in Raleigh, North Carolina.

**Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.

