

## Contract Renewal Specialist (Remote Position)

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$23.75 to \$27.50 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is proudly partnering with a reputable software company to recruit for two dynamic Contract Renewal Specialists. Our client is a forward-thinking brand committed to innovation, superior customer service, and comprehensive offerings.

Job Description:

As an Contract Renewal Specialist, you will play a crucial role in inspecting our pipeline for overdue customer contracts and streamlining the renewal process. You will be responsible for contract analysis, filling out templates, and coordinating customer interactions. In addition, you should be comfortable with producing relevant paperwork and providing customers with comprehensive follow-up support. In case of customer disinterest in pricing, your job will involve coordination with the related department to troubleshoot the situation.

Responsibilities:

- Overseeing the pipeline of customer contracts due for renewal.
- Analyzing and producing legal contract documents proficiently and accurately.
- Recognizing whether contracts are on own paper or the customer's.
- Filling out templates and ensuring all legal paperwork is completed efficiently.
- Providing excellent customer service and conducting systematic follow-ups with clients.
- Using Salesforce for sending out quotes and organizing customer information as necessary.
- Coordinating with related departments in case a customer is not interested in pricing

### Requirements

Qualifications:

- Prior experience in customer service and contract renewal required.
- Familiarity with legal documents and contract management.
- Experience with Salesforce software is a must.
- Excellent problem-solving, organizational, and interpersonal skills.
- Adaptable with the ability to handle multiple tasks concurrently.
- Strong commitment to meeting deadlines and providing high-quality customer service.

This fully remote role provides a unique opportunity to join a successful organization and contribute to the advancement of its goals. Only US-based candidates will be considered for this position.

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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**This Job Posting will expire in 10 days.**