



## Contract Administrator

MLSListings, Inc. is the premier multiple listing service (MLS) for real estate listings in Northern California, providing a service to real estate agents across five counties. MLSListings facilitates more than \$70 billion in annual real estate transactions. We have over 16,000 customers and have contracts with around 300 different companies.

This role will be responsible for the management of MLSListings contracts.

### Responsibilities:

The contracts administrator role includes high volumes of contract review and reporting and is supervised by Chief Operating Officer. The key responsibilities for this role include:

- Assisting with and facilitating the drafting, reviewing, revising, negotiating, executing, and management process of a wide variety of agreements within requisite time periods, to meet the needs of the business
- Initiating, tracking, and monitoring contract requests and correspondence, as well as maintaining associated documentation in MLSListings contract management system
- Preparing and disseminating information regarding contract status, compliance, and modifications tactfully and effectively to executive level staff, internal business clients, and/or project teams
- Reporting to the corporate counsel on contract-related metrics
- Creating, implementing, training on, and auditing of compliance with contract-related company policies
- Advising internal business clients on contract law as applicable
- Collaborating with other departments owners to manage legal aspects of existing contractual relationships and oversee contractual compliance issues as they arise
- Driving projects designed to enhance the department's ability to carry accomplish MLSListings legal initiatives and business objectives
- Communicating tactfully and effectively with different levels of the company, including executive level
- Be part of the cross functional team for the data licensing program
- Create data feed accounts; manage permission groups based on the data use policy
- Coordinate quarterly billing cycle for data feed accounts with the finance team
- Understand and apply the Data Use Policy and explain them to data customers
- Ensure proper account management and timely communications with all licensees
- Understand the MLS business and various uses of MLS data in support of real estate professional business activities

## Desired Skills and Experience

- 5 to 10 years' relevant work experience, preferably for a technology or service company
- Bachelor's Degree; legal coursework or paralegal training preferred
- Strong skill set with office applications, including Word, Excel, Outlook
- Excellent client service skills and responsiveness
- Detail-oriented and strong organizational skills
- Strong verbal, written and interpersonal communication skills
- Ability to work independently with minimum supervision, prioritize workload and take initiative
- Experience with Salesforce and electronic signature systems such as DocuSign preferred