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Contract Specialist Interview Questions

1. Why do you want to work as a contract specialist?
2. Tell us about your experience with different forms of written agreements.
3. Here is a contractual agreement (they hand you a sheet of paper). Review it quickly and tell us about any mistakes you can find on it.
4. What do you do to ensure you make no mistakes in your work?
5. In your opinion, what role does negotiation play in this job?
6. How do you ensure that your agreements are in compliance with law and legal regulations?
7. Describe a time when you struggled to communicate something to your colleague or to a client. How did you manage to get your message over?
8. Describe a time when you had to meet a tight deadline in work, and explain what you did while trying to meet the deadline.
9. How would you describe your communication skills?
10. What role does cost analysis and forecasting play in your role?
11. What are your expectations on managers, lawyers, and other employees of our organization?
12. Where do you see yourself in five years from now?
13. How do you imagine a typical day in our company, working as a contract specialist?
14. What motivates you the most in this work?
15. What are your salary expectations?

Source & answers: <https://interviewpenguin.com/contract-specialist-interview/>