

## **Contracts Manager**

### **Location – Solana Beach, CA**

LENZ Therapeutics is a pharmaceutical company focused on the commercialization of VIZZ® (aceclidine ophthalmologic solution) 1.44%, the first and only FDA-approved aceclidine based eye drop for treating presbyopia, a condition impacting an estimated 1.8 billion people globally and 128 million people in the United States. LENZ is commercializing VIZZ® in the United States and continues to establish licensing partnerships internationally to provide access to VIZZ® globally. The company is headquartered in San Diego, California.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

### **Overall Purpose**

The Contracts Manager is responsible for the operational maintenance, execution and maintenance of the company's contract portfolio. This role manages contract lifecycle administration, reporting, and contract management systems to ensure accuracy, consistency, and visibility across company agreements.

The position plays a key role in the implementation and ongoing administration of the company's contract management system and supports cross-functional stakeholders by providing contract status, documentation, and administrative guidance. The role reports to the Director, Legal Affairs and Compliance and focuses on contract administration, coordination, documentation, and process optimization.

### **Key Responsibilities**

#### **Contract Administration & Contract Management Systems**

- Support the implementation, configuration, and ongoing administration of the company's contract management software.
- Maintain accurate, complete, and up-to-date contract records and supporting documentation throughout the contract lifecycle.
- Administer executed contracts, including tracking key dates,

milestones, renewals, amendments, and termination requirements.

- Review executed contracts for administrative accuracy and adherence to contractual terms; escalate discrepancies or risks as needed.
- Prepare reports and summaries on contract status, key obligations, and performance metrics for internal stakeholders and senior management.

### **Cross-Functional Coordination**

- Serve as a primary administrative liaison between Legal, Finance, Commercial, and other cross-functional teams on contract-related matters.
- Provide guidance to internal stakeholders regarding contract status, documentation requirements, and administrative processes.
- Coordinate with Finance on contract-related purchase orders, billing, invoicing, and reconciliation activities tied to contractual terms.
- Support external counterparties by facilitating contract documentation, amendments, and administrative inquiries.

### **Process Improvement & Governance**

- Support continuous improvement of contract administration processes, policies, and procedures.
- Document workflows, identify inefficiencies, and assist with process optimization to improve efficiency, accuracy, and visibility.
- Support internal audits, due diligence efforts, and inspections by organizing and providing contract documentation as requested.
- Utilize contract management and reporting systems to streamline workflows and improve data quality.

### **Qualification Requirements**

#### **Expertise**

- Experience working with contract management systems.
- Strong organizational and project coordination skills with the ability to manage multiple deadlines and priorities.
- High attention to detail with strong documentation and reporting capabilities.
- Ability to work cross-functionally and communicate effectively with diverse stakeholders.

#### **Preferred**

- Experience supporting contract management system implementations.
- Familiarity with regulated industries such as life sciences,



healthcare, or biotechnology.

- Experience supporting financial or billing-related contract terms.

### **Education and Experience:**

- Bachelor's degree or equivalent professional experience.
- 3+ years of experience in contract administration, compliance operations, legal operations, or a related role.

### **Physical Demands and Work Environment**

Typically works in an office environment. May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Salary Range**

- **Salary Range:** \$125,000 – \$140,000

### **Mission Statement:**

LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from Presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.