

## SOW Drafter

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Company: Zones

Location: Pakistan

Category: other-general

### Description

Position at Zones LLC. **Company Overview:** When it comes to IT solution providers, there are a lot of choices. But when it comes to providers with innovative and differentiating end-to-end service offerings, there's really only one: Zones – First Choice for IT.™ Zones is a Global Solution Provider of end-to-end IT solutions with an unmatched supply chain. Positioned to be the IT partner you need, Zones, a Minority Business Enterprise (MBE) in business for over 35 years, specializes in Digital Workplace, Cloud & Data Center, Networking, Security, and Managed/Professional/Staffing services. Operating in more than 120 countries, leveraging a robust portfolio, and utilizing the highest certification levels from key partners, including Microsoft, Apple, Cisco, Lenovo, Adobe, and more, Zones has mastered the science of building digital infrastructures that change the way business does business ensuring whatever they need, they can Consider IT Done. Follow Zones, LLC on Twitter @Zones, and LinkedIn and Facebook **Position Overview:** The Statement of Work Drafter plays a critical role in the sale of our diverse professional services portfolio. You will create, edit, log, and track statements of work, with input from solution experts, approved service providers, and legal reviewers. **What you'll do as the SOW Drafter:**

Manage the assembly process of statements of work (SOWs) from initial drafting to archiving of executed documents.

Create customer-facing and provider-facing statements of work and related contract documents using established templates.

Edit and re-write solution-based content provided by Solution Architects or Solution Engineers.

Proofread to ensure clarity of language, consistent formatting, and clean presentation to clients or providers.

Facilitate the necessary quality control process for large or strategic opportunities.

Work seamlessly with Solution Architects and sales personnel to incorporate client-requested changes.

Work seamlessly with Staff Attorneys to manage the negotiation and approval of terms and

Load and update all SOW-related materials in a centralized management portal.

Regularly log and communicate status updates to key stakeholders.

Write and create content for new templates tailored for specific solutions.

Address other related issues as directed by the Manager, Contract Operations.

**What you will bring to the team:**

Strong analytical skills with the ability to recognize and address both business and legal risks and opportunities.

Understanding of how to effectively communicate with different audiences.

Ability to manage multiple tasks and prioritize work to meet established service level agreements.

Self-directed work style to complete items with the highest degree of accuracy, judgment, integrity, and creativity.

Perfectionist mindset and intense focus on detail.

Ability to project poise and composure under hard deadlines.

Interpersonal skills to build positive relationships with a wide range of stakeholders with a pleasant, professional demeanor.

Comfortable working in a fast-paced environment and quick to pick up new skills and

concepts.

Strong command of MS Office products (particularly Word, Excel, Outlook, and SharePoint) and ability to learn new applications.

Advanced capabilities in Microsoft Word or SharePoint are desired but not required.

Bachelor's Degree is a must for the said position.

### **Zones offers a comprehensive Benefits package**

At Zones, we are committed to fostering an inclusive and diverse workplace. We provide comprehensive benefits to support our employees, including health insurance coverage for parents, spouse, and children, life insurance, pension fund scheme, EOBI, and on the house free quality food, gym, and much more. We embrace equal employment opportunity, free from discrimination based on various characteristics, and offer an exciting career immersed in an inventive, collaborative culture.

If you are enthusiastic about working on the cutting edge of IT innovation, sales, engineering, and operations, Zones is the perfect opportunity for you.

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