

# Contract Management

## Ihre Aufgaben

For ContiTech, it is vitally important that business partners, suppliers and customers adhere to all contractual agreements. Within Industry APAC and due to its complexity, we have not only standard company contract templates but also need to accommodate our customers contractual requirements and templates. In order to meet the legal needs of ContiTech and maximize our benefits, you will be responsible for coordinating and supporting the contract management lifecycle for both company and customer related contracts from review to execution. You will play a critical role in our ability to achieve our goals by creating and maintaining strong relationships with all internal and external stakeholders as required. You will support ContiTech by ensuring the contract review is completed by all stakeholder to ensure we identify potential risks, and mitigate those risks by finding mutually beneficial outcomes for all stakeholders.

Reviewing, analyzing and negotiating contracts and agreements e.g. supplier contracts, license agreements, cooperation agreements, terms & conditions.

Elaborate and implement standards with respect to all types of contracts.

Collaborate with the legal and/or compliance department

Provide Contract Management training including on lessons learned to APAC organization

Inspire your stakeholder and contact partner with an effective communication of high intercultural sensitivity.

Participate in regular legal and business meetings to review and stay apprised of pending and upcoming projects with contract relevance.

Manage Legal Online (LEO) internal contract management system.

Ability to explain all contract contents and legal peculiarities to our internal and external customers in a simple and clear way.

Drawing up own contracts

Review of third-party contracts

## Ihr Profil

Degree in business administration and/or law, economics or comparable.

Business fluent in English and Chinese (both written and spoken), additional language skills are welcome.

Professional experience in sales, purchasing, controlling &



Job ID  
**REF53983U**

Standort  
**Changshu**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**ContiTech China Rubber & Plastics Technology Ltd.**

reporting/planning advantageous.

Good oral and written communication skills. Ability to write clearly and prepare professional communications.

Deep understanding of the industry business, products, markets and strategic thinking with organizational and analytical skills for detailed and results-orientated solutions.

Computer skills (in particular MS Office programs, SAP, business analytics) and strong communicational skills.

Strong business negotiation skills.

Self Leading

Strong team player with willingness and ability to work in an international environment.

International & multicultural mindset, with focus on leadership & achievement of objectives.

Combination of concentrated and reliable way of working with a communicative and friendly character.

## Unser Angebot

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## Über uns

### Continental Group:

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In **2023**, Continental generated **preliminary** sales of **€41.4** billion and currently employs around 200,000 people in **56** countries and markets.

Since starting its business in China in 1994, Continental serves all major OEMs across all vehicle segments. We also develop and produce materials, functional parts, components, and systems for railway, machinery, mining and other important industries. So far, Continental has expanded its presence in 23 production locations and 28 R&D centers, representing a workforce of around 17,600 in the country. Continental offers market specific solutions to the Chinese market.

### ContiTech Group Sector:

ContiTech is one of the world's leading industry experts. Far beyond our roots as a rubber products manufacturer, we offer connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food industry and the furniture industry. As a

group sector of Continental, ContiTech currently employs more than 40,000 people in 40 countries and regions and is active as a global industrial partner in Asia, Europe, North America and South America.