

# Purchasing Contract Management Specialist

## Your tasks

Ensure consistent and efficient contract data distribution to the organization

**Template Development:** Develop, maintain, and update standard contract templates to ensure consistency and compliance with company policies and industry regulations.

**Standards Management:** Establish and enforce contract standards and best practices across the global purchasing organization.

**Compliance Assurance:** Ensure all contract templates comply with legal requirements and industry standards.

**Documentation:** Maintain accurate and up-to-date records of all contract templates and related documentation.

**Process Improvement:** Identify and implement opportunities to streamline and improve the contract management process.

**Stakeholder Collaboration:** Work closely with internal stakeholders, including legal, finance, and operations teams, to ensure alignment and support for contract standards.

**Training and Support:** Provide training and support to purchasers on the use of contract templates and adherence to contract standards.

**Reporting and Analysis:** Generate and analyze reports on contract template usage and compliance to drive continuous improvement.

## Your profile

**Education:** Bachelor's degree in business, IT, or a related field.

**Experience:** Minimum of 3-5 years of experience in contract management, legal support, or a related role.

**Technical Skills:** Proficiency in contract management systems and related tools. Strong Excel skills are a plus.

**Communication Skills:** Excellent verbal and written communication skills. Ability to work effectively with internal stakeholders.

**Attention to Detail:** Strong attention to detail and organizational skills.

**Problem-Solving:** Ability to identify and resolve issues related to contract standards and templates.



Job ID  
**REF79432S**

Field of work  
**Purchasing**

Location  
**Timișoara**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**ContiTech Thermopol Romania S.R.L.**

## Preferred Qualifications:

Experience with specific business partner management systems, e.g., CLM, SAP Ariba, Coupa or similiar.

## **Our offer**

The multi-cultural and international environment of a global player

Chance to solve problems, shape innovations and contribute to a change

Development of a career at Continental

Ready to drive with Continental? Take the first step and fill in the online application.

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## **About us**

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 sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.