

Purchasing Contract Management Specialist

Jūsų užduotys

The Contract Management Specialist is responsible for managing purchasing contract data, standards and templates. This role ensures that all contract data is consistent, compliant, and distributed to the organization. The specialist collaborates closely with purchasers and further internal stakeholders to create and update contract templates, update central contract data and providing expert guidance on contract standards.

We are looking for an enthusiastic colleague to join our Purchasing Processes, Systems and Governance team. If you are passionate about interfaces between business processes and purchasing technologies, you might be just the right fit. Your responsibilities will include:

- 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.

Reikalavimai

- Education: Bachelor's degree in business, IT, or a related field.
- Experience: 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.
- Fluent English, both written and spoken, and German is an advantage



Darbo ID
REF83149W

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Mes siŭlome

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Apie mus

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The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.