

Purchasing Contract Management Specialist

工作职责

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.

职位要求

- 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.



职位号码
REF834420

工作职能
采购

所在地
San Luis Potosí - Contitech

领导力级别
个人贡献者

工作场所灵活度
混合式办公

招聘专员
Sergio Gonzalez

法律实体名称
ContiTech Mexicana, S. de R.L. de C.V.

我们可以提供

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes. At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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关于我们

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

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.