

Legal Operations Supervisor (Contracts)

Jūsų užduotys

The role supports the Americas' Legal team on a range of commercial contracting topics and serves as the bridge between the business and the legal team. You are the first point of contact for incoming contract requests, ensuring they are captured, prioritized, and routed efficiently. You will be responsible for optimizing intake processes that keep our legal operations running smoothly, enabling attorneys and business teams to focus on high-value work.

Key Responsibilities:

- Partner with cross-functional teams (Procurement, Finance, Sales) to drive efficient contract workflows and support business needs.
- Review incoming requests for completeness, accuracy, and alignment with company policies.
- Guide stakeholders in accurately completing and finalizing standard contract templates.
- Coordinate with cross-functional teams during contract review, acting as a key contact for the legal department by providing guidance on commonly requested edits, standard terms, policies, questions, etc.
- Maintain a centralized intake dashboard and generate regular reports on volume, turnaround times, and bottlenecks.
- Recommend and implement process improvements, automation, and best practices to streamline contracting operations, as well as identify opportunities to automate repetitive tasks and improve efficiency.
- Support the full lifecycle of commercial contracts (e.g., NDAs, service agreements, sales contracts) from intake through execution and renewal.
- Optimize our Contract Lifecycle Management platform, Icertis, to help scale our contracting processes.
- Maintain contract templates, contract playbook, and related documentation.
- Create systems for tracking contract status, key dates, obligations, and more.
- Train internal teams on how to submit contract requests effectively.
- Support Legal Operations initiatives in the Americas Region

Reikalavimai

1. Proficient in English, Portuguese, and Spanish (oral and written)
2. Basic familiarity with drafting and tailoring contract language.
3. Highly organized, detail-oriented, and proactive
4. Comfortable juggling multiple priorities while maintaining accuracy
5. Understanding of contract management and corporate governance
6. Strong communicator who enjoys working in a global environment



Darbo ID
REF97502A

Vieta
Jundiaí

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