

# Legal Operations Supervisor (Contracts)

## 工作职责

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

## 职位要求

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



职位号码

**REF97502A**

所在地

**Jundiaí**

领导力级别

个人贡献者

工作场所灵活性

混合式办公

法律实体名称

**Continental do Brasil Produtos Automotivos Ltda.**

我们可以提供

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

关于我们

**Continental** is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.