

As a Contract and Governance Manager you provide your expertise to oversee the contract management activities and guide the business through proper governance within bid management.

Key responsibilities

- Coordinate and facilitate bid governance activities (GREAT), including the documentation of outcomes and approvals in line with governance thresholds and rules
- Collaborate with cross functional subject matter experts to review Master Service Agreements (MSA), Statements of Work (SOW), Change Orders and other contractual documents for services being contracted across one or more service lines
- May support contract renewal performing activities such as building proformas, performing customer financial analysis including EASE models

Core competencies

- Focusing on customers,
- Knowing my organization,
- Managing self-development,
- Giving support

Functional competencies

- Experience working with legal document or in contract management support
- Experience supporting governance process for bid management
- Facilitation skills and stakeholder management
- Advanced skills in technical or legal writing
- Basic knowledge of project management in a global, cross-functional business development environment

Qualifications

- 5+ years of work experience with legal documents, contract management, bid governance or equivalent
- Studies in Legal, Business or Financial fields are preferred
- Proficiency in the **English language**; German or Mandarin are a plus

Join our team and apply now!

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