

		
Job Code: IND5-0026	Job Title: Contract Manager - Legal	
Job Grade:	Job Family Group: Legal	Country: India
Job Level:	Job Family: Contract	Rev Date: 1st July, 2015
<p>Job Summary:</p> <p>The Contract Manager will be responsible for reviewing, drafting and revising supplier and customer Senior Contract. He/She will be responsible achieving the Tech Data's value proposition with best possible contract negotiations and agreements' terms & conditions.</p>		
<p>Principal Responsibilities:</p> <p>Planning And Execution</p> <ul style="list-style-type: none"> • Responsible for drafting, reviewing, revising and negotiating supplier and customer Senior Contract. • Identifies commercial, operational and legal risks and advises how to resolve, mitigate or manage those risks. • Participates in contract negotiations with customers and suppliers with the business (where necessary) • Follows corporate guidelines and processes for contract review and approval. • Develops and improve supplier and customer contract templates, contracting policies • Conducts (where required) relevant training for Sales, Marketing and Operations personnel to enhance communications with business teams as to resolve issues. • Co-ordinates with the external legal counsels for litigation matters and corporate secretarial matters. <p>Team Management</p> <ul style="list-style-type: none"> • He or she supports and helps close the loop holes for the smooth completion of all the contractual activities. • Helps the team in understanding the entire cycle of the system. • Provides on the job training to the team and help them resolves issues and escalate to the Manager/Head wherever required. • Monitors team performance and facilitate smooth completion of all the activities. • Provides leadership with motivation and guidance to the team. • Identifying the training needs of the team and developing their skills. 		
<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Experienced in ERP / SAP work environment • Knowledgeable on Stock Reconciliation / Stock check • Knowledge on Contract & agreements • Well versed with Contractual Concepts & clauses • Drives continuous improvement with innovation • Demonstrates excellent people skills and interpersonal interactions 		

- Has good judgment and decision-making abilities
- Good Communication skills (Both written and oral)

Experience:

- Candidate must have 8 to 10 years prior experience in Contract management

Education/Certification:

- University Degree or equivalent
- Diploma/Degree in Law

Distinguishing Characteristics:

- Is a good organizer and planner
- Consistently achieves the desired operational performance goals and demands quality
- Demonstrates professionalism and models the company's culture in line with the core values
- Demonstrates initiative and Passion to Excel
- Demonstrates high integrity levels
- Demonstrates dynamic leadership style

Competencies:

- Problem Solving
- Priority Setting
- Planning
- Time Management
- Developing Direct Reports and Others
- Managing Through Systems and processes
- Action Oriented

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.