

JOB DESCRIPTION

Title of Position	Contract Administrator (Maternity leave replacement)
Department	Legal & Compliance
Immediate Supervisor	Compliance Manager
Location	Blainville

Summary of the Role:

The Contract Administrator is responsible for supporting the sales function for both pre-contractual and post-contractual phases of commercial contracts (i.e. preparation, drafting, and administration) in close collaboration with the sales division. The Contract Administrator manages customer accounts from a documentation-based perspective and possesses a deep knowledge of our clients' contract specifications. The Contract Administrator reports to the Compliance Manager.

This is a temporary full-time position for a maternity leave replacement. This role will run from February 2019 to April 2020.

Primary Responsibilities

- Negotiate sales-related agreements based on pre-established templates;
- Draft amendments, change requests and other simple contracts;
- Support the compliance manager with complex contracts;
- Manage clients' accounts from a contractual perspective;
- Administer and organize contracts' databases;
- Ensure third party due diligence for clients, partners and suppliers;
- Conduct export control due diligence according to Hitachi's policies for each transaction;
- Responsible for enforcing the following corporate policies:
 - *Documentation Management Policy*
 - *Export Control Policy*
 - *Signature Authority Policy*
- Working with the sales team to ensure client accounts are well maintained, accurate, and organized from a contractual standpoint;
- Supporting the sales function to

Qualifications Required

- 2+ years negotiation experience in a sales and commercial situation;
- 2+ years experience in a context involving information technologies;
- Perfect bilingual English/French is mandatory;
- Knowledge of additional languages is an asset (Spanish, Japanese);
- Member of the Quebec Bar is an asset, but not a requirement

Competencies required

- Analytical mind;
- Negotiation skills;
- Organization skills;
- Time management skills and ability to manage competing requests, sometimes in a fast pace environment;
- Capacity to be reactive and responsive in a fast-paced environment;
- Understanding of contracts related to technologies, such as SaaS, IaaS and PaaS agreements.
- Appreciation of risk allocation in contractual framework;
- Experience with service level agreements.

We offer

- Professional environment of cutting-edge technology
- Dynamic work environment in new and modern office
- Group insurance plan
- Employee Referral Bonus
- Team spirit and dedication to service excellence
- Sense of belonging to a global, brand-name organization