

Argentina Jobs Expertini®

Contract Analyst

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Company: ExxonMobil

Location: Buenos Aires

Category: computer-and-mathematical

ExxonMobil Business Support Center Argentina S.R.L; empresa afiliada a Exxon Mobil Corporation (*)

About us

At ExxonMobil, our vision is to lead in energy innovations that advance modern living and a net-zero future. As one of the world's largest publicly traded energy and chemical companies, we are powered by a unique and diverse workforce fueled by the pride in what we do and what we stand for.

The success of our Upstream, Product Solutions and Low Carbon Solutions businesses is the result of the talent, curiosity and drive of our people. They bring solutions every day to optimize our strategy in energy, chemicals, lubricants and lower-emissions technologies.

We invite you to bring your ideas to ExxonMobil to help create sustainable solutions that improve quality of life and meet society's evolving needs. Learn more about and how we can .

[More about us](#)

We are Global Trading. A team of highly motivated and diverse professionals. We add value to the business by providing support to the Trading organization and other functions (Business & Service Lines), which may include Hydrocarbons and Oil Tankage contracts maintenance, pricing creation and analysis, and trading support to commercial Traders. Overall support to the external and internal parties across the organization from contract creation to settlement StP and PtP (Source to Pay/Purchase to Pay). Our goal is to strength corporate energy trading capabilities from our asset portfolio and equity production in close partnership across Value Chains

What role you will play in our team

Manages portfolio of agreements and new requests

Enable efficient and effective purchase of goods and services (from purchase to pay) with a focus on business value, on-time delivery, and cycle time

Own commercial relationship between EM and Global third party vendors

Job to be performed in Buenos Aires city. Area: Retiro

What you will do

Distributes contracts to all concerned parties (e.g. EM, 3rd party personnel, customs and regulatory representatives) as required

Coordinates, records functional reviews/endorsements of contracts (incl. DOAG) across organizations & regions as required

Ensures all master data requests are accurately entered into appropriate system (incl. system configuration to reflect contractual agreement); and compliance with all EM company policies and legal obligations as required

Maintains repository of contracts/amendments/approvals/supporting documents in relevant systems/tools (e.g. administration, electronic/physical filing) as required

Maintains contract documentation and supports UIA/Internal audit reviews, contract register and repository of contracts and amendments including approval documentation

Maintains agreement portfolio: scope updates, pricing, Exhibits, amendments

Ensures contract compliance and utilization- monitors supplier performance, Trouble shoots issues, etc.

Develops and maintains internal and external relationships to meet business line expectations

Provides fit-for-risk process improvements

About you

Advanced English level

Have strong analytical skills

Communicates effectively

Adapts

Collaborates

Shows initiative

Preferred Qualifications/ Experience

- Creates Business Value
- Continues improvement mindset
- Commercial minded, solution oriented, analytical and ability to manage changes

Your benefits

An ExxonMobil career is one designed to last. Our commitment to you runs deep: our employees grow personally and professionally, with benefits built on our core categories of health, security, finance, and life.

We offer you:

Competitive health coverage

Flexible working hours

3-week vacation up to 5 years of service plus 1 personal day

Online training tools

Gym discounts and activities for sport and general well-being

A solid ergonomic program

Free vaccination campaigns

Medical assistance available in the offices

Equipped maternity rooms

Among others

More information on our Company's benefits can be found

Please note benefits may be changed from time to time without notice, subject to applicable law.

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ExxonMobil Business Support Center Argentina S.R.L solo podrá solicitarle la información estrictamente necesaria para el desempeño en el trabajo que se ofrece (Ley Nro. 6471 GCBA)

Alternate Location:

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Nothing herein is intended to override the corporate separateness of local entities. Working relationships discussed herein do not necessarily represent a reporting connection, but may reflect a functional guidance, stewardship, or service relationship.

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