

Contract Analyst

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Company: ExxonMobil Corporation

Location: Buenos Aires

Category: computer-and-mathematical

What you will do

- Distributes contracts to all concerned parties (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 (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**

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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
- Monthly refund as a compensation for connectivity expenses and others
- A Tuition Assistance Program for receiving financial assistance for studies related to your career plan (Certifications, Undergraduate, Graduate, MBAs/Post-Graduate, Short courses), subject to eligibility
- Online training tools
- Gym discounts and activities for sport and general well-being
- A solid ergonomics program
- Free vaccination campaigns
- Medical assistance available in the offices
- Equipped maternity rooms
- Among others.

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

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

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