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Contract Lifecycle Management - Junior - EY Global Delivery Services

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Company: EY

Location: Buenos Aires

Category: business-and-financial-operations

Our LMS Scope of Services and Capabilities: LMS includes 3 main services known as ECG, CLM and RRM.

Entity Compliance and Governance: assists multinational companies with being compliant with their entities' legal corporate obligations, efficiently and cost- effectively, on a global scale; as well as assisting with routine corporate matters.

Contract Lifecycle Management: leverages technology and refined processes to help organizations turn contracting and obligation management into a business differentiator, including reducing the time to contract.

Research and Regulatory Mapping: helps organizations identify and meet their legal and regulatory obligations and minimize business, operational and reputational risk associated with noncompliance.

Job Duties

Mobilization

Responsible for the initial build of client playbooks and negotiation guides, including:
Analyzing existing contracts and playbooks.

Identifying substantive and material changes in existing contract terms to prepare negotiation guides.

Contract Negotiator/Quality Control Reviewer (40%/15%)

Handles high complexity contract drafting, reviews, negotiations, and identifying when appropriate escalation to client legal, and experience communicating with Client in-house

counsel and subject matter experts (Data Privacy); and responsible for QC reviews of junior team members, at the required intervals.

Qualifications

, Paralegal, or similar certification, would expect to be at the high-end of experience scale without the legal degree or certificate.

6 months of experience drafting (template based), reviewing, redlining, and negotiating medium to high complexity (Master Level Agreements, with significant redlines) procurement contracts (preferably within the target industry or in a specific category).

6 months of experience working with CLM tools, including initial implementation.

Quality review experience.

Proven ability to mentor and upskill junior members of a contracting operations team.

Client Specific Requirements

IT Services procurement experience;

Contract types: Non-Disclosure Agreement, Business Associated Agreement, Master Service Agreement, Software License Agreement and Statement of Work

In-Scope Procurement Categories – Professional Services, Enterprise Services, Healthcare Ops and IT

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