

Argentina Jobs Expertini®

Semi Senior Procurement Contract Specialist - 3 months

[Apply Now](#)

Company: Teladoc Health

Location: Argentina

Category: computer-and-mathematical

Teladoc Health is a global, whole person care company made up of a diverse community of people dedicated to transforming the healthcare experience. As an employee, you're empowered to show up every day as your most authentic self and be a part of something bigger – thriving both personally and professionally. Together, let's empower people everywhere to live their healthiest lives.

Summary of Position

As a key member of the Procurement Team within Finance Operations, the Procurement Contract Specialist will be directly responsible for driving all aspects of the contract review process, including, but not limited to, supporting initiatives to maximize contract throughput. Supporting responsibilities include directly administering Teladoc's Procurement requisitioning and contract review processes, including, qualifying business use cases, securing all pertinent documentation, and coordinating signature executions.

This is a highly visible role within our organization, as you will collaborate with key stakeholders and business leaders to ensure contract delivery and deadlines for business continuity. You will be keenly focused on continually improving our contract throughput life cycle, service levels, and intake quality assurance.

Essential Duties and Responsibilities

The Procurement Contract Specialist is responsible for operating within Teladoc Health's core Procurement competencies, with an emphasis on contract processing, intake quality assurance, and throughput management, including supporting required reporting and performance metrics.

In order to effectively maximize contract throughput, the Procurement Contract Specialist will partner with business partners across the organization to qualify & coordinate the contracts review process and to maintain Procurement's internal service levels to business. Core attributes that will help ensure your success include strong organizational, communication, and project management skills, with the ability to manage multiple simultaneous projects.

Assist the Senior Contracts Manager across the supplier qualification & legal review process.

Guide business owners through the contract review process and provide active status updates on requests.

Support Procurement's Purchase Requisition and Contract life cycle, including coordinating new vendor onboarding, in order to maintain internal service levels and ensure deadlines.

Coordinate legal, privacy, and compliance routing to achieve contract execution deadlines and expedite the contract review life cycle.

Assist the Senior Contract Manager in capturing comprehensive business requirements into contract terms and conditions.

Collaborate with IT and business stakeholders to identify and document any/all technology & implementation related requirements, as assigned.

Evaluate purchase requisition completeness and qualify intake fields across Purchase Requisitions for optimal cost-effectiveness, including the elimination of application or department redundancy.

Manage contract life cycles and develop action plans for upcoming renewal dates.

Maintain documentation, records, and metrics for key performance indicators (KPI's).

Supervisory Responsibilities

None

Qualifications Expected for Position

SKILL REQUIREMENTS/PREFERENCES

3+ years of contract management and data entry experience.

Demonstrated business integrity and ability to ensure deadlines are met, including re-

establishing priorities as necessary.

Excellent organizational, written, and oral communication skills.

Proven ability to work well and collaboratively with multiple internal business partners or departments to ensure goals are achieved.

Experience working with procurement lifecycles, and a deep knowledge of procurement best practices.

Experience collaborating with internal and external resources.

A proven history of meeting department goals within budget and established timelines.

Experience managing process and projects.

The ability to learn and leverage various tools and systems.

Demonstrated ability to manage multiple simultaneous projects requiring frequent communication, organization/time management and problem-solving skills

EDUCATION REQUIREMENTS

A Bachelor's Degree in related field of study from an accredited university or Procurement-plus-Supplier Management work experience required; or a high school diploma with 3+ years in a procurement or supply chain role with specific contract processing & management experience.,

Work Environment

Office Remote Hybrid (Office & Remote)

#LI-AS3 #LI-Remote #LI-Arg

Why Join Teladoc Health?

A New Category in Healthcare: Teladoc Health is transforming the healthcare experience and empowering people everywhere to live healthier lives.

Our Work Truly Matters: Recognized as the world leader in whole-person virtual care, Teladoc Health uses proprietary health signals and personalized interactions to drive better health outcomes across the full continuum of care, at every stage in a person's health

journey.

Make an Impact: In more than 175 countries and ranked Best in KLAS for Virtual Care Platforms in 2020, Teladoc Health leverages more than a decade of expertise and data-driven insights to meet the growing virtual care needs of consumers and healthcare professionals.

Focus on PEOPLE: Teladoc Health has been recognized as a top employer by numerous media and professional organizations. Talented, passionate individuals make the difference, in this fast-moving, collaborative, and inspiring environment.

Diversity and Inclusion: At Teladoc Health we believe that personal and professional diversity is the key to innovation. We hire based solely on your strengths and qualifications, and the way in which those strengths can directly contribute to your success in your new position.

Growth and Innovation: We've already made healthcare yet remain on the threshold of very big things. Come grow with us and support our mission to make a tangible difference in the lives of our Members.

As an Equal Opportunity Employer, we never have and never will discriminate against any job candidate or employee due to age, race, religion, color, ethnicity, national origin, gender, gender identity/expression, sexual orientation, membership in an employee organization, medical condition, family history, genetic information, veteran status, marital status, parental status or pregnancy.

[Apply Now](#)

Cross References and Citations:

- 1. Semi Senior Procurement Contract Specialist - 3 months** [AdminjobsJobs Argentina](#)
[Adminjobs](#) ✓
- 2. Semi Senior Procurement Contract Specialist - 3 months** [CopenhagenjobsJobs](#)

Argentina Copenhagenjobs ↗

3. Semi Senior Procurement Contract Specialist - 3 months Southafricajobs Jobs

Argentina Southafricajobs ↗

4. Semi Senior Procurement Contract Specialist - 3 months RetailjobsnearmeJobs

Argentina Retailjobsnearme ↗

5. Semi Senior Procurement Contract Specialist - 3 months Lahorejobs Jobs Argentina

Lahorejobs ↗

6. Semi Senior Procurement Contract Specialist - 3 months Fresherjobs Jobs

Argentina Fresherjobs ↗

7. Semi Senior Procurement Contract Specialist - 3 months Locumjobs Jobs Argentina

Locumjobs ↗

8. Semi Senior Procurement Contract Specialist - 3 months Searchlondonjobs Jobs

Argentina Searchlondonjobs ↗

9. Semi Senior Procurement Contract Specialist - 3 months Jobsinaustria Jobs

Argentina Jobsinaustria ↗

10. Semi Senior Procurement Contract Specialist - 3 monthsWarsawjobs Jobs

Argentina Warsawjobs ↗

11. Semi Senior Procurement Contract Specialist - 3 monthsExpertinireview Jobs

Argentina Expertinireview ↗

12. Semi Senior Procurement Contract Specialist - 3 monthsOnlinejobsearch Jobs

Argentina Onlinejobsearch ↗

13. Semi Senior Procurement Contract Specialist - 3 monthsArchaeologyjobsJobs

Argentina Archaeologyjobs ↗

14. Semi Senior Procurement Contract Specialist - 3 monthsMarketingjobs Jobs

Argentina Marketingjobs ↗

15. Semi Senior Procurement Contract Specialist - 3 monthsJobsmyanmar Jobs

Argentina Jobsmyanmar ↗

16. Semi Senior Procurement Contract Specialist - 3 monthsFilmjobsJobs Argentina

Filmjobs ↗

17. Semi Senior Procurement Contract Specialist - 3 monthsDatasecurityjobsJobs

Argentina Datasecurityjobs ↗

18. Semi Senior Procurement Contract Specialist - 3 monthsEntertainmentjobsnearme

Jobs ArgentinaEntertainmentjobsnearme ↗

19. Semi senior procurement contract specialist - 3 months Jobs Argentina ↗
20. AMP Version of Semi senior procurement contract specialist - 3 months ↗
21. Semi senior procurement contract specialist - 3 months Argentina Jobs ↗
22. Semi senior procurement contract specialist - 3 months Jobs Argentina ↗
23. Semi senior procurement contract specialist - 3 months Job Search ↗
24. Semi senior procurement contract specialist - 3 months Search ↗
25. Semi senior procurement contract specialist - 3 months Find Jobs ↗

Source: <https://ar.expertini.com/jobs/job/semi-senior-procurement-contract-specialist-3-months-argentina-teladoc-health-bbe03b5cdc/>

Generated on: 2024-05-03 by Expertini.Com