



JOB POSTING

DATE: March 9, 2017

POSITION: **Contract Administration Specialist – Canada CC03-SG08**

REPORTING TO: Diane Perreault, VP Finance

LOCATION: TBD

JOB SUMMARY:

Responsible for handling a variety of contract matters or projects across a wide range of business, functions and subject matters appropriate to their level of capability and experience. Performs more complex work under supervision of more senior level employees.

KEY RESPONSIBILITIES:

- Performs contract work independently
- Addresses a mixture of routine and more complex contract questions and projects
- May assist attorneys in the legal Function in complex contract questions and projects that have broad reaching implications for the organization if the situation arises
- Reviews standard documents and contracts, and prepares filings
- Builds professional experience and learns the practical aspects of applied law, as well as the functions of the business
- Demonstrates some proficiency in an area of law, specialty, function, or geographic region
- Provides support or contributes to overall objectives and goals of organization
- May supervise and/or mentor one or more employees.

SKILLS/COMPETENCIES:

Bilingual (French/English)

Analytical Reasoning - The ability to evaluate and analyze data and information, draw conclusions and present an argument based upon the analysis. The use of critical thinking, analytical reasoning, and problem solving skills are critical to analytical reasoning.

Attention To Details - Attention to all the details of what is communicated, either written, orally, or presented. Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. Provides accurate, consistent information on all documents.

Influencing - Encourages others to change their mindset and/or behaviors to achieve positive results. Presents convincing justification for others to accept ideas and plans. Encourages the open expression of opinions and disagreements. Effectively gains commitment with others to produce high quality work.

Communication - Written And Verbal - Effectively expresses messages and ideas in a clear, organized and relevant manner for a variety of audiences. Develops organized, complete, and convincing communications. Ability to communicate effectively to different levels of the organization.

Relationship Management - Develops rapport, builds trust, and creates value in relationships. Identifies networking opportunities and effectively communicates across functions, BU's, and with both internal and external business partners.

Conflict Management - Deals with conflict in a way that recognizes and manages differing opinions and ideas and refocuses them in a positive and productive manner. Brings conflict and disagreement into the open and attempts to offer a fair resolution collaboratively while maintaining a constructive working relationship.

Project Management - Establishes and maintains the Scope, Schedule and Resources for a project. This includes the phases of Planning, Implementation and Close-out.

Strategic Risk Assessment - Takes an analytical approach and uses tools to support the decision being made. Takes opportunities and evaluates situations to initiate action that produces the highest level of positive results while minimizing negative impact. Anticipates and mitigates issues that may arise. Engages appropriate level of input for potential solutions before taking action. Ensures decisions made are aligned with company goals.

EDUCATION, LICENSES, CERTIFICATIONS:

Degree in law

License to practice law in home jurisdiction

EXPERIENCE:

Significant relevant experience required.

An external search is being conducted simultaneously .If you have any questions or are interested in the above position please contact Françoise Kifumbi at francoise.kifumbi@cummins.com before March 16, 2017.

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