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# Example of Contracts Advisor Job Description

Our innovative and growing company is looking to fill the role of contracts advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for contracts advisor

* Working in partnership with colleagues in other regions to provide globally consistent commercial terms, negotiation processes and escalation procedures
* Coordinates with other relevant departments to ensure that the contract appropriately addresses tax, customs, expediting, inspection, insurance requirements, indemnification, liabilities, defects, liability period, start-up / handover
* Support the law department with the organization of training sessions in different legal fields such as general terms and conditions, contract negotiation, export law issues, compliance, anti-corruption
* Prepares contract terms and conditions on contracts for in-country and international arena using approved contract models
* Articulates transactability trade-offs regarding the various compensation methods and channels for contracts
* Leads teams in medium risk/value sourcing process
* Prepares bid requests for new operations
* Acts as business unit SME on process interpretation and education
* Reviewing and contributing to the development of (1) scopes of work and conditions of contract for key site contracts and (2) project contracting strategies and plans
* Supervising, administering and reporting on the contractual aspects of major contracts, including managing the EPCM and liaising with Chief Counsel as relevant

## Qualifications for contracts advisor

* Commercial contracts manager with extensive relevant experience in an in-house corporate legal or contracts management department
* In-depth knowledge of revenue recognition principles, common contractual issues, & indirect channel relationships
* Ability to project manage cross-regionally and with the US to support department initiatives
* Brazilian Lawyer
* Commercial contracts experience with a minimum of Bachelor's degree and 6-8 years of relevant experience in an in-house corporate legal or contracts management department
* Bachelor of Laws strongly preferred