



## Contract Specialist

### Job description

Are you meticulous in nature and passionate about customer service? If you have strong organization and facilitation skills, join our contract management team to support the customer & supplier contracting activities in Asia Pacific, and finalize the contracts for Infineon. You will be a key player in leading and providing advice and direction to business colleagues in contract formation, risk review and negotiation planning which shall overall be in line with company's policies and guidelines. Sound like an exciting opportunity to you? Apply today to find out more!

In your new role you will:

- **Manage a wide range of contract types** relating to customer and procurement activities in Asia Pacific
- Conduct thorough and appropriate **assessment, analysis, drafting, review and negotiation of customer / supplier contracts**, in particular contractual risk assessment to ensure compliance with finance, commercial and legal requirements
- **Plan strategically the approach** within internal and external stakeholders to **achieve good negotiation results** and to **finalize contracts** within the Infineon risks framework
- **Provide advice and directions** relating to contractual matters to business units
- Value-add to regional finance and business colleagues in **business model conception**
- **Adhere to established work processes** and ensure timely and accurate management of contracts database
- Responsible for **running periodic reports** for the team to support contracts review, analysis and audits
- **Some overseas travelling** may be required from time to time

### Profile

You are best equipped for this task if you have:

- Bachelor's Degree in Business Administration / Economics / Law with **1-3 years** of relevant working experience preferred
- **Strong interpersonal skills** and the ability to develop close working relationships and **work collaboratively** with internal and external contacts at all levels
- **Strong facilitation skills** to manage internal / external discussions effectively while not compromising the risk management aspect of contracts and **ensuring good communication within the project team**

### At a glance

Location: **(Singapore)**  
Job ID: **348064**  
Start date: **as soon as possible**  
Entry level: **3-5 years**  
Type: **Full time**  
Contract: **Permanent**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **348064**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)



- **Strong organizational skills;** able to organize and follow through with projects and handle large volume of contracts efficiently
- Team player with the ability to work independently
- **Fresh graduates** with right aptitude may be considered

## Why Us

**Part of your life. Part of tomorrow.**

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

*In accordance with the requirements set by the Singaporean Government, Infineon Technologies Asia Pacific Pte Ltd ("Infineon") can only allow individuals who are (a) fully vaccinated, (b) certified to be medically ineligible for a vaccine or (c) have recovered from COVID-19 within a prescribed period, onto company premises. Therefore, Infineon requires all new employees, as well as contractors and business partners, to be fully vaccinated against COVID-19. "Fully vaccinated" means individuals have completed the full regime of an approved COVID-19 Vaccine as listed under the World Health Organization (WHO) Emergency Use Listing (EUL) including the respective post-vaccination period to ensure the vaccine has become full effective. Anyone who is unable to be vaccinated due to an approved and/or recognised exemption condition may apply for special consideration.*

