



## Manager Contract Management

### Job description

You will be part of a global team and has a regional responsibility for Asia Pacific, Greater China and Japan region and will drive and support the negotiation of agreements for Infineon's purchase of Information Technology related products and services to ensure that Infineon receives appropriate value in time and quality.

In your new role you will:

- **Review** and evaluate **requests for proposal** (RFPs) for a competitive bidding process
- **Draft and negotiate master agreements and transaction** documents such as statements of work for IT services, software license purchases, cloud computing services, IT product purchases or device leasing
- Lead and coordinate the **contract negotiation** with suppliers and other external stakeholders
- Be responsible for **contract management** tasks such as scope of service changes, dispute resolution, nonperformance claims, contract terminations and renewals
- Support the definition and implementation of **contract and vendor management policies** and processes throughout the entire contract lifecycle

### Profile

You are best equipped for this task if you have:

- Bachelor's Degree in Law / Business Law / Business Administration with at least **5 years** of professional experience in **contract and vendor management**
- Experience in **drafting statements of work** with solid understanding of **IT related projects and services**
- Proven **contract negotiation** skills and **i nternational and intercultural experience**
- Strong **communication and collaboration skills** for internal and external alignment
- Proficiency in another Asian language is a plus to communicate effectively with vendors in APAC region

### Benefits

- **Melaka|Singapore:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home

### At a glance

Location: **Melaka|Singapore (Malaysia)**  
Job ID: **73965**  
Start date: **as soon as possible**  
Entry level: **5+ years**  
Type: **Full time**  
Contract: **Permanent**

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Job ID: **73965**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)



office options for certain tasks or due to personal circumstances. Applicable to exempt employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

## 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.*

