



你想像過與國際團隊一起工作嗎？你苦缺一口好英文沒地方可以使用嗎？你渴望不斷挑戰、突破自己嗎？

客戶為全球型組織團隊，有約 5000 多人的組織，將與美國、歐洲、印度等不同國籍的團隊共同合作。緯創軟體積極招募短期全遠端合約管理者，職缺需求：4 位。

詳細工作細則，請參考以下工作內容：

## Job Title: Contracts Analyst / Administration

# of Resources: 4

Estimated Start Date: April (ASAP)

Contract length: 6 months

Working hour: Europe time zone (9:00am-17:00pm, CET); 168 hour/month max

Salary range: 40,000- 45,000 NTD per month

### Contracts Analyst / Specialist Description

Contracts & Proposals (sell side) team is looking for a Contract Analyst / Admin to start as soon as possible. Below is a summary of the position:

#### Primary Responsibilities

- Lead the entry of all related contract data in the CRM/central database to ensure that accurate and concise information is obtained and captured to allow reporting of booked business, backlog and forecast information. Accuracy of captured data is essential since the information is disseminated throughout the organization to Finance, Sales, Operations and Project Management and all relevant integrated business systems.
- Review of core agreements in conjunction with contracting standards (e.g., Nondisclosure Agreements, ("NDA"), Work Orders ("WO"), Change Orders ("CO"), etc.). If any contract terms and conditions are deemed outside standards and/or risk acceptability, highlight to coinciding Leaders.
- Track, manage, and complete all tasks as assigned by management
- Maintain an organized file structure for all documents in process to facilitate final QC of contract records, activation and filing, as required.
- Participate in interdepartmental projects as representative of the team, as needed.

#### Other Duties & Responsibilities:

- Participate in meetings with Contracts team and other departmental meetings as needed. Provide other support and take on other responsibilities, duties or special projects as defined by team management.
- Working Hours = Some flexibility can be considered but core working hours need to match managers/mentors in USA.

#### Qualifications & Skills Needed:



- Proven related experience in contracting. A combination of experience and/or education will be taken into consideration.
- 0-2 years Commercial Contracting experience or related experience.
- Legal or Paralegal experience.
- Pharmaceutical and/or CRO background a plus.
- Computer skills (MS office suite to include advanced Excel skills) preferred  
Organizational skills. Attention to detail plus the ability to work as part of a team as well as individual contributor.
- Full proficiency with the English language, written and spoken

Interview Format:

- All on video/Teams.

Resumes:

Please send resumes directly to WITS- A1- Client Success Manager: Michelle Hung (Michellehung@wits.com) for review.