



TAKRAF Group, through its established and well-known brands, TAKRAF and DELKOR, provides innovative technological solutions to the mining and associated industries. With more than 1,000 employees across Europe, Africa, Asia, the Americas and Australia, we offer exciting and challenging career opportunities around the globe. www.takraf.com

Join us – for our Leipzig (Germany) office, we are looking for a

Contracts manager (m/f/d)

full-time permanent position (38 hrs.), starting as soon as possible

Your responsibilities

As a contracts manager, you will be responsible for drafting, reviewing and negotiating contracts in German and English in accordance with all applicable domestic and international laws for our various sales territories.

Your main responsibilities include the following:

- Review and provide comments on commercial tender documents for relevance in preparing tenders and proposals
- Legal analysis, provision of comments and adaptation of draft contracts and other tender documents
- Legal and commercial advice to different departments of the company and our subsidiaries during the planning and implementation phase of tendering projects
- Responsible for preparing and putting together commercial tender and contract documents
- Support of preliminary agreements within the framework of processing tenders
- Carrying out reviews of business partners, including sales representatives/agents and credit checks through corresponding tools/programs

Job requirements

- Successfully completed college or university degree in law, business law or comparable as well as an excellent knowledge of contract and business law
- 3 to 5 years of relevant work experience in preparing tenders
- Basic sales compliance knowledge
- Understanding processes and products in mechanical and plant engineering
- Excellent command of written and spoken German and English in a business context
- Strong analytical and conceptual skills

- Ability to work independently, precisely and in a structured way
- Flexible, proactive personality and able to work well under stress
- Strong communication and negotiation skills
- Team spirit and intercultural competence
- Confident and customer-oriented demeanor
- Willingness to travel abroad for occasional business trips
- Proficient in the use of MS Office applications

What you may expect

As a contracts manager, you can expect a wide variety of tasks in a highly technical, international environment. You will be supported by a dynamic and highly motivated sales team, since team spirit is extremely important at TAKRAF Group.

We offer you outstanding opportunities for professional development and further training. At the same time, you will be able to benefit from flexible work hours and an attractive salary covered by a collective bargaining agreement.

Now it is up to you!

Send us your complete application via e-mail: jobs@takraf.com.

Should you have any questions, do not hesitate to contact:

Ms. Michelle Lammel, T: +49 (0)341 2423 733

TAKRAF GmbH
Torgauer Strasse 336
04347 Leipzig
Germany
jobs@takraf.com
www.takraf.com

TAKRAF 
*Innovation out of tradition -
It pays to talk to a specialist!*