



ORIFLAME
— SWEDEN —

Contract Specialist, Global Strategic Sourcing

Oriflame is one of the fastest growing beauty companies selling direct. We are presently in more than 60 countries, of which we are the market leader in more than half. We offer a wide range of high-quality beauty products as well as a unique business opportunity for our sales consultants. Oriflame is listed on the Nordic Exchange and co-founder of World Childhood Foundation.

We are looking for a Contract Specialist to be part of our Global Strategic Sourcing department. Within Strategic Sourcing we ensure we have suppliers to meet our global needs and are aligned with Oriflame short medium and long term strategies. We are now interested in finding a temporary replacement for a period of one year.

Your responsibilities

- Manage and administrate Purchasing agreements, analyze agreement documents drafted either by external or internal parties
- Support relevant part of organization in the implementation of different type of agreements and provide recommendations to internal stakeholders and Oriflame Legal
- Communicate and negotiate with suppliers if necessary on relevant agreements in order to ease implementation
- Assure that suppliers and other partners to Oriflame comply to the signed agreements
- Continuously update and create/draft new agreement templates and support Oriflame Legal in drafting agreement templates to ease the internal agreement process
- Provide visibility of the agreements signed and pending, ensuring compliance with the terms and conditions set in the agreement document

What we are looking for

You are our ideal candidate if you possess an academic degree with strong academic results, preferably in Business or Contract Law. You are either in the beginning of your career, wishing to gain some working experience in a multinational company or have a few years legal working experience. You have an analytical mindset, is result driven and studious in your way of working. You have the ability to multitask and effectively manage your time and prioritize your workload while working towards delivering according to expectations and deadlines. In addition, you have effective written and verbal communication skills, exceptional word-processing skills and good knowledge of MS office. You fluently write and speak in English.

Are you interested? Submit your application straight away, but no later **than 31st May** through the link below. We are screening the applications on an ongoing basis.

<http://delta.hr-manager.net/ApplicationInit.aspx?ProjectId=112130&DepartmentId=3422&SkipAdvertisement=true>

