

# Sr Contracts Administrator

## JOIN A TEAM RECOGNIZED FOR LEADERSHIP, INNOVATION AND DIVERSITY

Join a team that protects Honeywell against unjustifiable risks resulting from business transactions and providing support and guidance to Sales and Procurement professionals. You are part of a team of business impact partners located all around the world negotiating agreements with Honeywell customers and suppliers. You ensure that final contractual documents drive growth and include all deal parameters approved in accordance with respective approval processes and Honeywell business is conducted with the highest ethical standards, internal company policies and local and international laws.

Grow and develop your technical knowledge in a team-based culture focused on innovation and customer satisfaction supporting the procurement and sourcing functions.

Contribute to business growth by identifying and mitigating contractual risks.

Empower leaders to make informed and strategic decisions related to supplier and customer agreements.

Initially this role will be based in Fort Mill, SC with the potential to move to the greater Charlotte, NC area in the near future.

## YOU MUST HAVE

- Bachelor's Degree
- Five plus years of experience with contract management and negotiation

## WE VALUE

- Experience with procurement/supply chain contracts
- Experience in a manufacturing environment
- Law Degree Beneficial
- Global experience

- Proficient in Excel and PowerPoint
- Ability to function as member of virtual team
- Attention to detail and ability to work across functions
- Integrity and strong focus on compliance
- Solid analytical skills and strong business acumen
- Sound business judgment and strong problem solving skills
- Ability to prioritize work within time constraints
- Drive efficiencies and process improvements
- Strong organization and project management skills
- Superior communications skills (both oral and written)
- Contract Negotiation
- Draft Agreements
- Identifies Risk in Agreements
- Escalates Non-Standard Terms
- Focus on Speed of Contracting

#### INCLUDES

- Continued Professional Development

#### ADDITIONAL INFORMATION

- Job ID: HRD58436
- Category: Legal
- Location: 9680 Old Bailes Rd, Fort Mill, SC 29707-7539 USA
- Exempt