



professionals

Our client is a well-established market leader in the field of sophisticated electro-mechanical equipment used by various high-tech industries across the globe. True to its guiding principles of innovation, commitment and precision, the medium sized, privately-owned business combines a Swiss family atmosphere with a strong international presence and highly professional corporate work ethic. For the Group's European headquarters not far from Zurich, we are looking for an assertive, open-minded and resourceful

Contract Officer (60% to 100%) m/f

In this newly created role, you serve as the interface between management, finance, sales, project management, compliance, clients and suppliers all over the globe. Your reporting line will be into the Group's senior Legal Officer, currently based in the US, but you will work primarily with the CEO and CFO of the Group. Drafting, reviewing and negotiating contracts of all kinds in accordance with applicable Swiss and foreign law is the prime core of your tasks. In addition, you will oversee the contractual execution of large, complex projects over their lifetimes. This will include ensuring that the company adheres to terms and conditions, finding and negotiating solutions to contractual problems and managing relationships with relevant customers or sub-contractors. You will examine important incoming contracts and legal documents for completeness, risk management and compliance purposes. Over time, you will assume export control and letter of credit responsibilities. In a nutshell, you will provide competent support in all aspects of the life cycle process - covering liabilities, counterparty management, logistics, letters of credit, and payment terms. As a legal specialist with a proven knack for risk management, you will further develop standard contracts and templates to meet the company's needs.

Our ideal candidate has a university degree in law or an equivalent field, supplemented by at least five years of experience in industry or in a law firm. You have proven expertise in project management or contract management activities, complemented by in-depth know-how of international commercial, contract and corporate law. Due to our client's products and services, a professional background in an aerospace or project engineering company would be helpful. Your strong project management skills are among your key strengths, permitting you to juggle global projects in a competent and timely way. Moreover, you have an extremely high level of attention to detail, balancing perfectionism with speed as well as legal expertise with an entrepreneurial mentality. The nature of the business requires an interest in technology but not a technical background. Working both autonomously and interactively with other team members, you demonstrate service focus and a strong sense of responsibility and quality awareness. Thanks to your meticulous working style, your initiative and tenacity, blended with a well-structured and creative approach, you will lay the formal ground for the state-of-the-art handling of our client's business activities. On a personal level, you are a thick-skinned self-starter with conflict resolution skills and good stakeholder management. Likewise, you possess a can-do mentality and a pragmatic attitude, enabling you to easily adapt to a cross-cultural and energetic business environment. Strong communication skills in **English and German** are essential.

What can you expect from this position? A great opportunity to be part of a growing company with a young, dedicated and family-driven spirit. If you wish to become their newest team member, appreciate an innovative environment with a strong international flavour, lean structures and pleasant offices, you should not hesitate to apply. Especially so, if you enjoy personal flexibility regarding working hours. You have the privilege determining your ideal scope of work - from 60% onwards - provided you prove the same adaptability in terms of our client's varying priorities and projects. You may look forward to collaborating with a supportive management and easy-going colleagues plus long-term employment. Interested? In this case, please send your application in **English** (CV and motivation letter) to Sabine Biland-Weckherlin, reference number SBW-01-18 at info@da-professionals.ch. Thank you.

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