

Application	If you are interested in this position, please send your resume and cover letter to qatar-recruit@hec.fr
Location Contract	Doha, Qatar Permanent Full-time position
Job Title Reporting to Department Team	Contract and Procurement Officer Chief Operating Officer Finance, Operations and Administration Administration
Job Summary	The Contract and Procurement Officer is responsible for handling all aspects of procurement transactions and contract management, as well as advising on legal matters, commercial contracts and agreements.
Key Responsibilities	<ul style="list-style-type: none"> • Be responsible for end-to-end procurement transactions • Receive, review, pool and process purchasing requests from multiple departments • Extract, analyze, combine purchasing information and prepare recommendations as required • Manage calls for tenders/ request for proposals (e.g. draft, publication, selection process, fee negotiation, contract award and signature) • Research new suppliers for ad-hoc needs • Negotiate with suppliers to obtain the best deals for pricing and supply contracts • Monitor and evaluate supplier performance and agreement compliance at regular intervals • Optimize the organization's purchasing function, make suggestions and take initiatives that could lead to savings and/or increased efficiency • Enforce and educate colleagues on the company's procurement policies and procedures • Follow-up on purchase requests in SAP when required, approve/reject purchase requests in compliance with the company's procurement policies and procedures • Provide support with internal and external audits as relevant • Draft and review contracts and agreements • Analyze and review legal documents and legislation and provide first level of legal advice • Coordinate contract review with HEC Paris Legal Department until final sign-off • Follow-up on contract interpretation, implementation, performance and renewal • Assist business units with issues in contract lifecycle • Contribute to the development of budgets, reporting tools, and KPIs
Minimum Requirements	<ul style="list-style-type: none"> • Bachelor's degree in business or related field • 6+ years of relevant work experience - experience in drafting and negotiating contract and purchasing is required • Highly proficient in Word, Excel, PowerPoint • SAP experience is a plus • Strong numerical and analytical skills; rigorous and methodical

- Excellent interpersonal and intercultural skills, together with the ability to work collaboratively and courteously with different stakeholders
- Ability to work extended hours at peak times
- Ability to anticipate problems and generate solutions quickly
- Ability to work under pressure in a busy environment
- Strong negotiation skills, persuasive
- Energetic, strong work ethic, initiative, an eye for detail and quality conscious
- Excellent verbal and written communication skills in English (communicate with precision and tact); professional level in French mandatory; Arabic is a plus

Disclaimer

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.

About HEC Paris

Founded in 1881 by the Paris Chamber of Commerce and Industry, HEC Paris brings together 140 permanent professors, 4,500 students and 8,000 managers in executive education programs every year.

As leaders of impactful learning, HEC Paris has been committed to excellence and impact in research, teaching and thought leadership while delivering transformation and support in addressing the disciplines that matter in today's complex global economic situation.

In 2010, HEC Paris joined Qatar Foundation to bring world-class Executive Education programs and research activity to Doha and the region. HEC Paris launched Qatar's first international EMBA, which is currently ranked number 3 worldwide by the Financial Times, and the Specialized Master's in Strategic Business Unit Management (SBUM). HEC Paris is also a world leader in custom-designed programs, and works with clients in Qatar and the region to design and deliver executive programs that address current business challenges.

The programs and research activities of HEC Paris in Qatar build corporate competitiveness within the global economy and are fully aligned with Qatar National Vision 2030 to support the transformation of Qatar into an advanced, competitive and knowledge-based economy. Corporate partnerships have also played a key part in HEC Paris' mission of bringing about regional economic transformation by developing business talent, managers and leaders who can meet the societal and environmental challenges of the future. <http://www.qatar.exed.hec.edu/>

HEC Paris in Qatar is an exceptional workplace, located in state-of-the-art premises in Doha. A true embodiment of HEC Paris' core values – Excellence, Diversity and Community – our staff is a close-knit community of diverse individuals who are driven by the pursuit of excellence.