

Commercial Contract Manager (Solar/Photovoltaic Industry)

The ENcome group is a pan-European leading and independent service provider for the technical Operation and Maintenance of photovoltaic power plants and has many years of experience in the engineering of photovoltaic power plants.

We are operating in all major European markets and Australia. Highly qualified employees as well as our own monitoring system ensure the optimal yield of every power plant in any network environment.

At the earliest date possible we are looking for a **Commercial Contract Manager (m/f/n)**

Job Description:

- Contract Management & Administration
 - Group-wide contract management, administration, and optimization to ensure a complete, uniform, and consistent contract filing system at all times
 - Business partner for group management and country heads concerning contract analysis, negotiation, and documentation
 - Preparation of contractual content required for New Business Committee filings in collaboration with country heads/PV plant managers
 - Monitoring and surveillance of contractual obligations and deadlines, e.g. contract extensions, notice periods, information undertakings
 - Maintenance of key contractual data within our CMMS to keep contractual information accurate, complete, and up to date

- Reporting & Analysis
 - Evaluation and compilation of key contract terms to improve best practice sharing with regards to drafting and negotiation of contracts
 - Collection and retrieval of contractually agreed on-/off-boarding documentary in collaboration with On-/Off-boarding Manager
 - Coordination with Reporting & Data Analysis Desk to ensure compliance with contractually agreed information undertakings, e.g. regular (monthly) reporting
 - Analysis and surveillance of key commercial terms, e.g. bonus and LD provisions in close collaboration with Commercial Controller

- Business Development
 - Implementation and maintenance of a group-wide, centralized contract management database
 - Further refinement and improvement of CMMS contract cards incl. key general, commercial, and technical information
 - Development and maintenance of standardized, country-specific term sheets and contracts incl. coordination of contract terms with external lawyers

Qualifications and experience:

- Degree qualified or equivalent, ideally business administration with legal focus

- At least 3-5 years of professional experience in a similar role incl. superb process and project management skills
- Excellent interpersonal and networking skills, with the ability to communicate effectively with all levels of personnel
- Strong management, coordination, and organizational skills; proactive self-starter with hands-on, down-to-earth attitude and excellent team spirit
- Fluent English language skills, other languages (Italian, French etc.) would be advantageous
- Former experience within contract management and/or PV/solar industry would be a plus
- Intercultural know-how and previous experience of working in an international business
- Familiar with MS Office and utilization of ERP systems, ideally Navision
-
-

What we have to offer?

- Multifaceted and challenging tasks in a fast-growing international company within sustainable and promising PV industry
- Cross-border collaboration in a young, dynamic, and internationally driven team with the opportunity to work abroad
- Flexible working environment with the possibility to work independently including support to further develop your personal knowledge and skills through participation in specialized training programmes
- Pleasant working atmosphere

Working place:

- Either Germany, Frankfurt, Hamburg, Gelsenkirchen or
- Austria, Klagenfurt am Wörthersee

Interested?

Then, we would be pleased about your convincing application including information on your salary expectations and your earliest possible entry date!

Please send your application to careers@en-come.com