

Title: Contracts Coordinator

Location: Remote, UK

Company Overview

Sigma Management International (the UK entity of Capital GES group) is part of the EMEA People 2.0 group of companies who is the leading provider of contingent workforce engagement solutions within the U.S. and globally.

Capital GES is a market-leading provider of employment solutions throughout Europe, Latin America and southern Africa. In order to support our growing international employment operations, we are seeking a Contracts Coordinator for a remote position in the UK to join our contracts department based near Neuchâtel, Switzerland. This role is offered on a fixed term basis to 31 December 2021.

Position Overview

The Contracts Coordinator reports to the Contracts Manager and will work within a cross-company Contracts team, where the primary external business focus is towards contractors, agencies and clients. Responsible for the day-to-day management of employment and commercial contracts, the Contracts Coordinator will ensure that these are compliant with local employment law and will provide technical legal support.

The Contracts Coordinator will be a self-motivated, organised, strong team player with excellent attention to detail, excellent communication skills and will possess the ability to build strategic partnerships. As well as being client focused, flexible and naturally driven to deliver expert service effectively in a fast-paced work environment.

Primary Responsibilities

- Drafting, amending and issuing legally compliant employment and commercial contracts
- Drafting termination and cancellation letters
- Reviewing and updating company contract documents to maintain legal compliance
- Working with cross functions teams and management to improve and maintain team's internal processes and procedures
- Entering contract data in internal systems to allow smooth servicing of the contract
- Reviewing and amending employment and commercial contracts, as well as contract data held on internal systems, during the Requoting process
- Uploading documents for electronic signature on DocuSign platform
- Saving all Contracts team correspondence in Microsoft Dynamics 365
- Filing electronic documents

Skills and Experience

- Excellent written and oral communications skills
- Native level written and spoken English; other languages a distinct advantage;
- Good commercial understanding

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- Methodical with a high level of attention to detail
- Ability to build strong working relationships and client focused
- Good organization and time management skills with a proven ability to work under pressure and to prioritize in a fast-paced environment
- Confident handling of MS Office applications
- Working knowledge of European labor law with an interest in developing interest in other jurisdictions
- Good understanding of data protection rules and principles would be a plus

Education and Qualifications

- You will have a legal background and be familiar with employment and commercial contracts
- A law degree or completion of the legal practice course would be desirable
- Ideally around 2 years' experience drafting employment and commercial contracts in-house
- Strong drafting and negotiation skills

What we offer

- Working at Sigma International means continuous opportunities for personal and professional development. We offer an exciting role in a growing international company focused on development, quality and expertise, a supportive working environment, exposure to interesting and challenging international work.