

# WE ARE HIRING

## ► CONTRACT EXECUTIVE

**Foxboro**<sup>®</sup>  
by **Schneider Electric**



### REQUIREMENTS:

- Bachelor's Degree/Post Graduate in Business Administration, Law or equivalent.
- Fresh graduates or at least 1-2 year(s) of working experience in the related field.
- Familiarity of contract law, regulatory requirements, contract management.
- Strong written and verbal communication skills in English and Bahasa Malaysia.
- Proficiency in Microsoft Office applications, Excellent analytical and problem-solving abilities.

### COMPANY DETAILS:

Company: Foxboro (Malaysia) Sdn Bhd

Company size: 51 - 200 employees

Company address:

Suite 1.01A, Mercu PICORP, Lot 10, Jalan Astaka, U8/84, Bukit Jelutong, 40150 Shah Alam, Selangor

Industry: Oil & Gas

Date founded: June 1997

### JOB DESCRIPTIONS :

- **Contract Lifecycle Management** - Assist in drafting, reviewing, and negotiating contracts to ensure terms and conditions align with company policies, project objectives, and legal standards. Coordinate with internal stakeholders and external parties to finalize agreements and ensure all parties understand their responsibilities under the contract.
- **Documentation and Record Keeping** - Maintain an organized and up-to-date repository of contracts, amendments, and approvals to facilitate easy access and compliance during audits. Ensure all contract-related documentation is accurately recorded, securely stored, and promptly updated to reflect changes or renewals
- **Risk Assessment and Mitigation** - Conduct risk assessments on contractual terms to identify potential exposure, including financial, operational, or compliance risks. Develop strategies in collaboration with relevant departments to mitigate identified risks and ensure contracts safeguard the organization's interests.
- **Stakeholder Engagement** - Act as the primary point of contact for contract-related discussions, enable effective communication with clients, vendors, and internal teams. Resolve contractual disputes or ambiguities by providing timely clarifications and ensuring all parties remain aligned with their obligations.
- **Monitoring and Compliance** - Track key contract milestones, deliverables, and obligations to ensure compliance with agreed timelines and terms. Conduct regular reviews to confirm adherence to company policies and industry standards, recommending corrective actions where necessary.
- **Regulatory Awareness and Implementation** - Stay informed about changes in laws, regulations, and industry practices impacting contract management. Ensure all contracts are compliant with the latest legal and regulatory requirements, providing timely updates to relevant stakeholders as needed.
- **Process Improvement** - Continuously review and refine contract management processes to improve efficiency, accuracy, and transparency. Leverage digital tools and best practices to streamline workflows and enhance the organization's overall contract administration capabilities.
- **Support to Legal and Financial Teams** - Provide contract-related assistance to legal and financial teams by verifying compliance with payment terms, preparing summaries, and supporting dispute resolution efforts. Ensure the financial implications of contracts are clearly understood and aligned with project budgets and objectives.
- Increase competency by acquire new knowledge, attending relevant/required training, participate in related events.
- Assume responsibility of other relevant tasks as assigned from time to time.