

Axiom, a pioneer in the legal industry and a leading, global provider of technology-enabled legal solutions, is seeking a Contract Management Specialist to support one of our teams for 4 months in our Wroclaw Centre of Excellence.

Axiom

Axiom, a recognized leader in the business of law, is a new category of professional services firm and the world's largest provider of tech-enabled legal, contracts, and compliance solutions for large enterprises. Axiom is pioneering change, innovation, and value in one of the world's largest economies that has not yet fully yielded to innovation and modernization. The Financial Times ranked Axiom #1 in business of law, #1 in innovation in corporate strategy and #1 in innovation in law firm efficiency, while The New York Times said Axiom is "rewriting the law firm business model." We're comprised of over 2,000 passionate Axiomites who serve over half the Fortune 100 across 17 offices globally (...and growing!).

The Role

This is a client-facing, temporary role where you as Contract Management Specialist are responsible for managing the process and undertaking all necessary steps from contract creation till ensuring timely contract execution. This is a challenging opportunity which requires proactiveness, excellent communication skills on a daily basis (including conferences calls, skype meetings, and emails), drafting template based contracts and conducting legal negotiations if needed. You'll have an opportunity to work independently, suggest solutions, and implement process improvements in the legal environment.

Successful Candidates

Successful candidates must be fits for Axiom's unique operating environment and culture: high-growth, innovative, lean, and values-driven. As such, successful candidates must be highly capable in each of the following dimensions (among others): adaptability, curiosity, resourcefulness, analytical thinking/problem solving, proactivity, collaboration, technological savvy, and operating with/through a lean team (for people leaders: must be comfortable in a player/coach role.)

In order to be shortlisted for this role, candidates must fulfill the following essential criteria:

- University degree or last year students (preferably Law, Administration, Economics)
- Fluency in English, both written and spoken
- Focus on deadlines and goals- taking ownership of daily tasks
- Ability to manage workflow-efficiently allocating and monitoring queue of open requests
- Good working knowledge of Microsoft Office suite (Outlook, Excel, Word in particular)
- Organizational Fit for the Axiom culture, that is, exhibit the core values of Irresistible, Fresh, Committed, & Thoughtful

The following criteria is desirable:

- Command of different contracts types (Commercial contracts, SOW, MSA, CDA)
- Experience in providing excellent customer service