



Gi Group is seeking an exceptional **Contract Administration Specialist (m/f)** fluent in French and English to join its client's operation in Lisbon.

Your Mission:

- Deliver agreed Administrative and Contract support activities.
- Coordinate activities including review, approval, contract management, payments, and document reconciliation workflows in business and compliance control systems.
- Manage the PO lifecycle, working with different stakeholders (e.g., RAEs, vendors).
- Process invoices: review, route for approval, and follow up.
- Generate and execute written agreements as part of contract management.
- Maintain contract documentation in relevant systems.
- Recognize and escalate problems or risks in line with business requirements.

What You Need:

- Fluency in French and English, both written and spoken.
- Previous experience in the administrative field, particularly managing contracts with suppliers.
- Knowledge of related regulations and standards.
- Strong proficiency in MS Office programs, especially Outlook, Word, and Excel, and a willingness to learn other digital platforms.
- Excellent communication and organizational skills.

What We Offer:

- Work contract with Gi Group.
- Competitive salary, plus meal allowance.
- Opportunity to work in an international and intellectually stimulating environment.
- Flexible work schedule.
- Workplace: Lisbon (with a hybrid model available after 6 months) Work Schedule: 8 hours per day, from 8:30 am to 5:30 pm, Monday to Friday.

If this opportunity excites you and fits your profile, send us your application!

Build your career with us!

Interested candidates, in compliance with the provisions of Regulation (EU) 2016/679 (GDPR), are invited to read the privacy policy at pt.gigroup.com> Candidate Privacy Policy.

As part of Gi Group Holding, Gi Group recognizes and respects the diversity of people and believes that providing equal opportunities through fair processes based on meritocracy and professional competence, valuing the diversity of similarities and differences that create the uniqueness of each person, and promoting a culture of inclusion by eliminating factors that discourage or hinder access, permanence, and growth in the labor market is fundamental to its success. Discover our Global High-Level Policies at gigrouholding.com/portugal> Social Commitment. Gi Group thus complies with the legal provisions of Law 4/2019, of January 10.