

JOB DESCRIPTION
Sr. Legal Contracts Manager, EMEA

Position: Sr. Legal Contracts Manager
Location: Neuchâtel, Switzerland or Munich, Germany
Reports to: Sr. Corporate Counsel, CEEMA
Start date: as soon as possible

The Company

Autodesk is a world leader in 2D and 3D design, engineering and entertainment software for the manufacturing, building and construction, and media and entertainment markets. Since its introduction of AutoCAD® software in 1982, Autodesk continues to develop the broadest portfolio of state-of-the-art software to help customers experience their ideas digitally before they are built. Fortune 100 companies - as well as the last 14 Academy Award® winners for Best Visual Effects - use Autodesk software tools to design, visualize and simulate their ideas to save time and money, enhance quality, and foster innovation for competitive advantage.

Autodesk is an Equal Opportunity Employer. Fortune Magazine has selected Autodesk as one of its “100 Best Companies to Work for 2009”.

The Role - Principal Duties and Responsibilities:

As part of Autodesk’s EMEA Legal Department, this role will be responsible for drafting, negotiating, structuring, interpreting, executing, and/or administering contractual documents with Autodesk’s named and strategic customers located in Europe, Middle East and Africa.

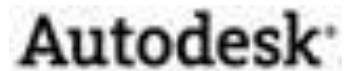
The Sr. Legal Contracts Manager

- Identifies business objectives of direct sales / licensing / consulting transactions, related issues, and facilitates risk/benefit analysis.
- Reviews, drafts and negotiates major account agreements, consulting agreements, special licensing, non-disclosure agreements, terms and amendments for customers located in Europe, the Middle East and Africa, mainly in English, sometimes in German
- Drives contract lifecycle from drafting through completion of the negotiation process, and/or contract execution. Manages contract change control process and related correspondence requiring legal input.
- Drafts, manages, distributes, responds to, or analyzes RFIs, RFPs, RFQs or customer terms & conditions as needed.
- Maintains a deep understanding of Autodesk contract templates, contracts policy, legal risk and liability, and company position on various matters.
- Prepares contracts for internal review and approval and ensures compliance with company policies as well as applicable laws or regulations;
- Interprets contracts and advises sales / consulting managers on contractual responsibilities;
- Translates complex commercial/legal scenarios into simple language and action plans.
- May mentor and train less experienced contract professionals.
- May work under the direction of other department staff (particularly Autodesk Regional / Vertical Attorneys) or directly with business stakeholders
- Supports Autodesk Regional / Vertical Lawyers on sales-related projects

Requirements:

The successful candidate will

- be qualified as a lawyer in Germany (Volljurist), Austria (Rechtsanwalt or Rechtsanwaltsanwärter) or Switzerland (Rechtsanwalt, Fürsprecher) with good academic credentials



- have at least 2 years relevant professional experience preferably as a lawyer in private practice or in a similar role in-house
- be fluent in English and German, other languages a plus; relevant professional experience or education (e.g. Erasmus, LLM) in an English speaking / common law country will be a plus.
- demonstrate good drafting and negotiation skills both in English and German;
- be able to manage multiple priorities, work efficiently under pressure and consistently meet tight deadlines.
- be able to communicate efficiently and work with business representatives at all levels of seniority
- be able to work independently as well as under the supervision of Regional / Vertical Lawyers.

Compensation:

The right candidate will be offered a competitive salary package commensurate with the responsibilities of this role and their skill level and experience, including the opportunity to participate in all standard company benefits for a position of this level, such as Autodesk's bonus program, stock purchase plan, re-location assistance (if applicable) etc.

If you are interested in this opportunity, please read more and apply online at www.autodesk.com/careers -> Job Search, Req nr: 10000001C8. You can also contact Maria Trivellato, Sr Recruiter South Europe: maria.trivellato@autodesk.com