



## Junior Contract Analyst

We are the leading global information services company, providing data and analytical tools to our clients around the world. We help businesses to manage credit risk, prevent fraud, target marketing offers and automate decision making. We also help people to check their credit report and credit score, and protect against identity theft.

In 2018, for a fifth consecutive year, Experian has been named to Forbes Magazine's Top 100 list of the "World's Most Innovative Companies."

We employ approximately 17,000 people in 37 countries and our corporate headquarters are in Dublin, Ireland, with operational headquarters in Nottingham, UK; California, US; and São Paulo, Brazil.

At Experian, we are committed to building an inclusive culture and creating an environment where people can balance successful careers with their commitments and interests outside of work. Our flexible working practices support our belief that this balance brings long-lasting benefits for our business as well as our people. Some roles lend themselves to flexible options more than others, and if this is important to you, we are open to discussing agile working opportunities during the hiring process.

We're currently looking for a **Junior Contract Analyst** to join our Commercial operations team to provide support to the UK Commercial Management function and work in a newly established CM support team, helping set up commercial and contractual management processes and embed these within the organisation.

### Responsibilities:

- Supporting the interim commercial cover and work at risk request process
- The creation of deliverables and responsibilities matrices following contract signature
- Deliverables tracking, management and storage
- Supporting the IPR management process
- Supporting a roll on / roll off process covering data privacy and key contractual areas
- Monitoring of, and support to, contract change process

- Help create a strong commercial culture in Experian

#### Requirements:

- At least 1 year of experience within contract management, commercial PMO or legal experience;
- Working with contractual and operational change processes and knowledge of software delivery and managed IT services;
- Ability to handle multiple demands;
- Change orientated, accepts new ideas and responds positively to changing circumstances;
- Strong MS Excel skills;
- Confident and adaptable team player with good communication skills.

#### We offer:

- Personal Development - career pathway for professional growth supported by learning and development programs and unlimited access to online educational training courses, learning materials & books
- Work environment - excellent work conditions with friendly environment, recognized strong team spirit, and fun and quality recreation time
- Social benefit package - life insurance, food vouchers, additional health insurance, corporate discounts, Multisport card, and a Share options scheme
- Work-life balance - 25 days paid vacation and 3 additional paid days for participation in Social responsibility events
- Opportunity for Flexible working hours and Home Office

Please have in mind, only the shortlisted will be contacted.