



ArcelorMittal

ArcelorMittal is the world's leading steel and mining company. Guided by a philosophy to produce safe, sustainable steel, it is the leading supplier of quality steel products in all major markets including automotive, construction, household appliances and packaging. ArcelorMittal operates in 60 countries and employs about 222,000 people worldwide.

ArcelorMittal Luxembourg **Petrusse building** is looking for a:

Contract Analyst (Internship)

Responsibilities:

As an integral part of Project, Contract Analyst will report to Project Manager.

Contract Analyst is expected to perform following activities & tasks:

- **Contract Analysis and Mapping**
 - Perform the complex contract analysis & pricing condition mapping as per the AM contract mapping methodology
 - Ensure the alignment with operational processes and harmonization of processes across sub-categories and locations
- **Data / information collection and collaboration:**
 - Collecting the contract and supporting data / information
 - Collaborating with different purchasing and operational teams.
 - Data analysis, Data entry / updates as needed.
 - Act as a single point of contact for all data / information requests.
- **Manage the Project tasks:** Manage the tasks, KPIs and deliverables from different project resources, follow up on the tasks to ensure the progress and communicate the status report, support in presentation preparation
- **Change Management / Communication and Training Support:**
 - Effectively communicate on project progress, Change management, Trainings, KPIs, Task lists with all relevant stakeholders.
 - Good communication during the go-live and post go live phase
 - Working with various change actors / change network in all EPO locations.
 - Ensure effective go-live and success of project by supporting all key stakeholders.
 - Training document preparation, review and updates.
 - Training delivery.
 - Feedback collection and improvements.

- **Skill set**

- Project management
- Strong analytical skills
- Preferable background in Purchasing, Logistics, Supply-chain domain
- Good understanding / experience in SAP MM
- MS Word, Excel, PowerPoint
- Good communication skills

En rejoignant notre structure, vous rejoignez un groupe international et leader mondial dans la production d'acier. Vous découvrirez également une culture d'entrepreneur, d'autonomie, de confiance et de stabilité.

Envoyez votre CV et lettre de motivation à : emilie.goepfert@arcelormittal.com