

**SKILLS FRAMEWORK FOR WHOLESALE TRADE
SKILLS MAP - CONTRACT SPECIALIST**

Sector	Wholesale Trade				
Track	Operations Procurement and Sourcing				
Occupation	Operations Executive				
Job Role	Contract Specialist				
Job Role Description	<p>The Contract Specialist is responsible for the preparation and verification of contractual agreements required for trade transactions. He/She assists in resolving conflicts and/or provides clarifications on trade transactions with relevant knowledge on trade regulations and guidelines.</p> <p>Armed with good interpersonal and organisational skills, he is able to liaise with other functional teams to facilitate the smooth operations of trade transactions. He is detail-orientated and focused, enabling him to adapt to a dynamic workplace environment.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks			
	Manage trade documentation	Draft trading contracts terms that are aligned with organisational and/or regulatory requirements			
		Coordinate with internal stakeholders to define payment and delivery contract terms agreed for trade transactions			
		Verify that contract terms are aligned with agreed trade transactions			
		Customise contracts based on specifications and terms agreed in trade transactions			
	Conduct dispute resolution	Provide advice on contract terms for effective trade dispute resolutions			
		Provide baseline support on trade contract issues and/or query resolutions of buyers and sellers			
	Support application initiatives	Facilitate the use of technologies, electronic tools and devices			
		Contribute in key activities and milestones in technology implementation projects			
		Provide assistance in ongoing records and information review to determine effectiveness of work processes and procedures			
		Plan continuous work improvement activities and performance improvement strategies			
	Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
		Business Performance Management	Level 3	Communication	Intermediate
Business Planning		Level 3	Interpersonal Skills	Intermediate	
Change Management		Level 3	Service Orientation	Intermediate	
Conflict Management		Level 2	Teamwork	Intermediate	
Continuous Improvement Management		Level 3	Problem Solving	Intermediate	
Contract Development and Management		Level 5			
Customer Relationship Management		Level 3			
Effectiveness Management		Level 3			
Innovation Management		Level 3			
International Trade Legislation Compliance		Level 3			
Learning and Development		Level 3			
Resource Management		Level 2			
Service Excellence		Level 3			
Stakeholder Management	Level 2				
Systems Thinking Application	Level 2				

	Technology Integration	Level 2		
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.