

Cargill, Incorporated-- SAMPLE  
Law Procurement Manager- Position Description

**Job Title:     **Law Procurement Manager****

**Position Overview:**

Cargill, Incorporated, Minneapolis, MN an international provider of food, agricultural and risk management products and services is seeking a Law Procurement Manager. This position will be responsible for the overall management and directions of Cargill's spend for legal services in alignment with Corporate Procurement processes and strategies. In conjunction with individual Cargill lawyers and paralegals for matters requiring the use of law firms and other legal services vendors, the person in this position will oversee the Department's global processes for selecting, purchasing, budgeting, invoicing and payment of legal services. This would include the management and administration of the Law Department's vendor relationships, negotiation of rates and other terms of engagement evaluations. This person will also develop and utilize metrics designed to analyze the company's worldwide legal spending trends. This position will report directly to the Law Department with a dotted line reporting relationship to Corporate Procurement.

**Principle Accountabilities:**

- Creating process for selection and engagement of law firms and the service vendors, using input from department lawyers and paralegals.
- Negotiation of law firm and other legal vendor arrangements, including: billable rates, discounts, alternative fee arrangements and leverage spending
- Auditing and analysis of legal invoices to ensure that invoices adhere to negotiated vendor agreements. Addressing discrepancies with vendors
- Development, preparation and implementation of internal processes and policies regarding legal budgets, early case assessments, staffing and other planning for legal expenses and the procurement of legal services worldwide.
- Implementing an ongoing evaluation of service providers
- Ensuring that members of the worldwide Law Department understand and adhere to the relevant policies around the use of outside counsel
- Developing uses for the Department's new matter management database system, including the analysis of expenses and other metrics to gain cost savings or other stated goals for the each of the Department's worldwide offices
- Developing and communicating best practices in worldwide legal services procurement and management
- Member of the Law Department's Supplier Diversity Leadership Team.

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Position Criteria

Required

Bachelor's degree with minimum of five years of experience in a legal environment.

Process management or other analytical experience demonstrating the effective use of current methodologies and analytical techniques of developing and improving processes

Experience in negotiating vendor contracts and/or managing vendor relationships

Ability to analyze large amounts of data, identify trends, and use information to create/improve processes.

Demonstrated ability to lead complex projects with multiple/various stakeholders

Demonstrated high level of energy and initiative.

Effective written and verbal communications skills.

Effective collaboration skills.

Wants:

Paralegal certificate or law degree (Juris Doctor)

Litigation experience

Use of database applications or other legal case/matter management