

WHAT YOU DO	WHO YOU ARE	HOW YOU DO IT
You are responsible for contract management in your sales market, and support your colleagues in Leasing, Legal and Controlling with data quality. - You are responsible for contract handling and documentation, and administration of the contracts themselves, physically and in LIMA and accounting systems. - You own the rental payment followup for your market and ensure that our contracts are followed. You collaborate with colleagues in your sales market and region, as well as cross functionally. You support all brands in your sales market.	You are organized in your way of working, are thorough in your processes and have attention to detail. You work strategically and have a multibrand and multichannel perspective. You have professional communication skills and are comfortable handling communication with external business parties. You work effectively in a fast-paced work environment while managing various tasks at once and have a ‘can-do’ attitude. You enjoy working as part of a team, effectively collaborate with a group of diverse people in order to achieve set goals and targets.	By acting in line with our values, having a growth mindset and acting as role model, you contribute to H&M’s business success through people engagement. No matter what your role may be at H&M – WHAT you do is as important as HOW you do it.

Contract Execution, Handling & Extraction	• Coordinate and secure routines for contract and document handling in your market • Make sure all contracts are signed correctly and on time and follow up on contract execution. • Take responsibility for the internal and external transmittal of documents, reports and notices concerning IFRS-16 requirements, rent payments, indexations etc. • Secure 100% data accuracy in our systems and files, corresponding to what is stated in physical contracts, and advise on missing data or information. • Support the Leasing, Legal, Controlling, Accounting and C&F teams as required to verify lease information and provide support as needed. • Understand the routines and way of working for other Expansion functions.
Follow up payments of rents, contributions or penalties	• Set the strategy for data loads and rental payments together with Controlling and/or Accounting. • Secure that recurring payments are made correctly by providing relevant info to the Accounting department, and that costs are booked in in line reporting obligations. • Extract and present reports in regards e.g. rent payments, indexation, charges invoices and terms and options. • Follow up on payments of e.g. capital contribution, co-tenancy breaches, penalties • Resolve discrepancies in payments through professional written and verbal communication with landlords • Continuously stay up to date on H&M Group leasing and legal routines and propose improved ways of working. • Develop supporting documentation to assist your sales market best way of working.
Collaboration	• Have close collaboration with global, regional and sales market Expansion, and support in data extraction • Work closely with Accounting, understand their routines and relevant timelines for payments. • Support external auditors on time with required data and documentation in regards IFRS-16-compliant reporting of rent obligations

Education	• Experience in administration, accounting and/or contract handling • Good understanding of legal documents as well as good numerical understanding
Skills	• Organized and structured • Legal and/or contract management skills • Accounting and/or numerical skills • Professional communication skills • Teamwork and collaboration • Advanced English level • MS Office
Experience	• Previous work within Controlling, Legal, Accounting or Payroll function of H&M, or external company working with legal documentation and contract management and/or accounting
Personal characteristics	• Analytical / methodical / conscientious • Organised and structured • People and relationships • Communicative / consultative

HOW YOU DO IT

YOUR BEHAVIOURS – LIVING THE VALUES, LEADERSHIP

No matter what your role maybe at H&M – WHAT you do is as important as HOW you do it. This part applies to all role at H& and should not be edited.

Our Values	Values in Action
The spirit that defines our culture and reflects the heart and soul of H&M	Our values described as behaviors – shared by all H&M colleagues regardless of role
We are One Team	• Collaboration – we help each other to win together
We Believe in People	• Empowerment – we learn from our diverse colleague
We are Entrepreneurs	• Innovation – we are business minded and we adapt to our customers’ needs
We make Constant Improvement	• Improvement – we constantly improve by listening to customers and colleagues’ feedback
We are Cost Conscious	• Resourcefulness – we invest responsibly according to our business idea
We are Straight Forward and Open Minded	• Honesty – we stand for our position and yet are open to others’ ideas
We keep it Simple	• Clarity – we go straight to the point, and we are efficient

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Leadership Being a values ambassador, you inspire others to give motion to our values. You can provide leadership coaching and guidance through our shared values	This part is currently under review and will be updated as soon as the new version is finalized. In the meantime, let's be guided by our values and agile leadership model. COLLABORATION & ACCOUNTABILITY - You encourage and help others to win together, while taking accountability of driving your own business - You see the big picture and collaborate across boundaries, sharing skills and knowledge in the best interests of the company to create unbeatable customer value. - You are a team player who finds inspiration in success of people. EMPOWERMENT & FUP ON OUTCOMES - You bring out the best in everyone and the business. - You empower and trust others to take ownership and embrace diverse perspectives. - You listen and learn from colleagues. - You engage and inspire others to take actions. - You lead your team to success by working on leadership development. - You follow up on goals set and performances through feedbacks and checks-in INNOVATION &ACHIEVEMENT ORIENTED - You have a strong business mindset. You are curious and creative and take every opportunity to adapt to everchanging customer needs. - Your innovative and flexible approach delivers the best customer offer and experience. - You are ambitious, motivated by performance and results and you get things done. - You desire to learn, putting effort to build new skills. IMPROVEMENT &RESILIENCE - You are eager to find a better way forward. - You constantly improve by seeking feedback to act, learn and adapt with speed. - You adapt easily to new challenges and circumstances, with the ability to change direction when needed. - You learn from mistakes, ask for feedback, and learn from it. - You recover fast from setbacks. RESOURCEFULNESS - You make careful, sustainable choices by using resources responsibly, doing more with less and according to our business idea. - You create value for money and follow up on return of investment. HONESTY - You are open, honest, and humble. You reflect on our behaviour and listen to others. - You speak up but once a decision has been made, you commit to it. - You are prepared to have your own ideas challenged and happy to let the best idea win. CLARITY & EFFECTIVE COMMUNICATION - You aim for simplicity and go straight to the point because clarity helps to focus on what matters. - You have an inclusive and effective communication, and you can tailor your message to different receivers - You don't overcomplicate so we can be clear and efficient. Less really is more.
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