



<https://www.teleportmanpower.com/overseas-jobs/contract-administrator-jobs/>

contract Administrator

Description

JOB PURPOSE

Implement the administration of the prime contract and subcontracts on a company project

Tasks, Roles & Responsibilities

- Review, analyses and coordinate input to reply to contractual correspondences with Subcontractors,
- client, consortium partner.
- Gathering and organization of data related to contractual claims, study and preparation of findings, and preparation and update of claims logs.
- Review the correctness and completeness of the necessary documents to support client's and
- financiers' requirements.
- Follow up adherence with contract provisions
- Serve as the point of contact for customers on contractual matters. Act as contractual "middleman" between company and its clients, ensuring timely review and approval / reconciliation of variations.
- On all standard and nonstandard contracts, provide redlined recommendations and often negotiate directly with customer attorneys or purchasing staff until consensus has been reached
- Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
- As needed, provide guidance on contract matters to project managers or other operational staff, including training to new project managers and other employees in contracting practices and procedures.
- Develop and implement procedures for contract management and administration in compliance with company policy. As appropriate, contribute to or influence company policies.
- Monitor competitive terms. Monitor customer satisfaction with our terms and conditions and contracting practices. Recommend changes.
- Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness, interpretation to support implementation.

Responsibilities

Tasks, Roles & Responsibilities

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- client, consortium partner.
- Gathering and organization of data related to contractual claims, study and

Hiring organization

Teleport Manpower Consultants

Employment Type

Full-time

Duration of employment

Two Years

Industry

Electric and power generation

Job Location

Afghanistan, kabul, Asia, Afghanistan

Working Hours

08

Base Salary

\$ 2000USD - \$ 4000USD

Date posted

June 2, 2021

Valid through

30.06.2021

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Qualifications

Strong negotiation skills.

- Knowledge of Company Policies.
- Project Management theory
- Familiar with the basics of different legal systems (Egyptian Civil Code, Administrative Law, Laws of England and Wales)
- Prefer post-award hands-on contract management experience. A mix of government and commercial experience is preferred.

• Possess comprehensive knowledge of general corporate business practices, government and commercial contracting regulations and principles, subcontracting practices, and accounting and finance principles

- Able to resolve contracts and pricing issues
- Able to advise and interact with all levels of management
- Able to demonstrate excellent analytical and mathematical skills
- Experience with day-to-day management of complex outsourcing arrangements
- Excellent oral and written communication and negotiation skills

Education

- A Bachelor's degree in Engineering in any discipline (as appropriate)

Total Years of Experience • 10 Years of Experience

Years of Relevant position • 5 Years of Experience
Professional Certification
CLAC or equivalent
PMP or Equivalent
Work Experience (Previous
work Industries) 0 to 5 Years of Work Experience
Language Fluent/Good English (written and spoken)
Computer Skills Related computer skills

COMPETENCES

Technical and Domain Specific
Competencies Functional Competences

- Communication
- Negotiation
- Analytical Skills
- Interpreting Data.
- Convincing People.

Job Benefits

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