

Contract Administrator

Responsibilities:

- Support development and updating of the Project Supply Plan and contracting strategy;
- Assist the company procurement team in the revision and comment of contractual documents and Purchase Orders;
- Provide assistance in the bid evaluation phase;
- Provide assistance, as required, during negotiations with selected bidders;
- Assist the Project Manager in the post-award contract administration activities;
- Assist the Project Manager with the communication with Contractors/Vendors/Suppliers as required;
- Provide necessary assistance in contract negotiation and claims resolution;
- Assist the Project Manager in the contract close-out phases and evaluation of contractors performance;
- Assist the Project Manager in the development and implementation of Contract Management and Administration processes and procedures.

Requirements:

- Degree in Law or in an Engineering discipline;
- Experience in oil and gas field development business could be an advantage;
- Experience in Contract Management and Administration – minimum 3 years;
- Experience in multi-cultural project environments;
- Relevant Romanian legislation knowledge;
- Knowledge of procurement procedures, contract management and administration;
- Good negotiation and interpersonal skills;
- Well developed skills in both written and spoken English;
- Good reporting and presentation skills.

They offer:

- Career opportunity;
- Motivating salary package.