

Claim Manager

For our client in Antwerp we are hiring a **Claim Manager**.

Job description

Pre-award phase:

- ✓ Review of tender documentation, terms and conditions, unit price lists and their preamble prior to contract award for claim prevention.
- ✓ Participate in the definition of the negotiation strategy with the shortlisted bidders.
- ✓ Participate in the contractual clarification and negotiation meetings with the shortlisted bidders.
- ✓ Participate in the preparation of the Award Recommendation to Client.
- ✓ Participate in the preparation of Letter of Award and the Contract.

Post-award phase:

- ✓ Participate weekly subcontract and construction meetings to monitor the status and recommend where necessary with the aim of claim prevention.
- ✓ Monitor the status of Variation Requests received from Contractors and advise / recommend where appropriate.
- ✓ Support Subcontract Administrators when necessary for preparing Change Orders, provide support for contractual matters.
- ✓ Prepare first draft of Letters to be sent to Contractors, monitor the official correspondence (letters, etc) received from Contractors, liaise with related departments.
- ✓ Update continuously the Claims Register, issue them regularly to inform management of the status of claims received, analyzed, negotiated and settled.
- ✓ When a claim is received from a Contractor, distribute the claim officially according to the distribution matrix and inform internally all related parties.
- ✓ Verify claims from contractual entitlement point of view and provide first feedback.
- ✓ Analyze claims, liaise with related departments, provide a negotiation range and submit the evaluation to Subcontract Administration Manager and Project Director for review. Following internal review, organize a dedicated meeting with Client and eventually issue the tabulation for claim settlement to Client approval.
- ✓ Following Client's authorization to proceed, organize claim meetings with Contractors to find an amicable settlement.
- ✓ Prepare the draft of the Contract Revisions for the claim settlements for Subcontract Administration Manager review.

Your qualifications

- ✓ Hold a relevant degree (i.e. technical & commercial / law (or construction law) degree with minimum 15 years of experience in resolution of construction claims for Chemical and Oil & Gas industries, preferably including arbitration / adjudication experience.
- ✓ You have a very good level of written and spoken English, Dutch is a plus.
- ✓ Have good experience in MS Office programs with complex Excel files.
- ✓ Very good communication and leadership skills.

- ✔ Be used to work in an integrated team on complex projects.
- ✔ Be able to supervise one or more Subcontracts Specialist.
- ✔ Be eligible to work in Belgium.
- ✔ Be available to work at construction site.

Reference: 3192

Projectphase: Construction

Discipline: Procurement

Position: Manager

Function level: Lead, Senior

Region: (B) Antwerpen

Education: Bachelor

Experience: 8-15 years, 15+ years

Type of contract: Project

Posted at: 19-07-2024

Advisor: Wenzel Hurtak

Telephone: +31 (0) 115 820 202

Mobile: +31 (0) 682 854 885

E-mail address: whk@nouvall.com