

## Contract Manager

For one of our customers in Belgium we are in search for a **Contract Manager ECR (Cracker) / WWT (Wastewater Treatment)**.

### Job description

- ✓ Responsible for ECR/WWT mainly managing the EPCM contractor's subcontracting department.
- ✓ Independently lead and support pre- and post-award contract management activities including, but not limited to preparation of contracting strategies, expressions of interest / pre-qualifications, invitations to tender, tender management (receipt, analysis, clarification), conditions of contract and commercial negotiations and recommendation to award.
- ✓ Post-award tracking of contractual requirements for timely submission of deliverables and notices, analysis of solicitations for potential changes or claims, preparation of summaries and development of strategies and recommendations with attention to the financial and business risk associated with the proposed effort.
- ✓ Participate in all project delivery team meetings.
- ✓ Prepare the terms, conditions and assumptions upon which changes or claims are to be evaluated.
- ✓ Review the technical and commercial content of changes and claims for accuracy and consistency.
- ✓ Coördinate with other project management functions as required to ensure appropriate reviews are conducted, scheduling of required reviews and obtaining required review prior to submittal of contractual deliverables, notices, changes and claims for approval to the relevant DOA.
- ✓ Manage all direct contracts and provide oversight and governance of EPCM contractor and subcontractor activities.
- ✓ Prepare request for expression of interest and/or pre-qualification to the potential bidders.
- ✓ Assist in the evaluation of responses and prepare bidders lists.
- ✓ Examine scope of work and other information provided by End Users for completeness and consistency.
- ✓ Prepare comprehensive ITT packages using standard forms and coördinate issuance to approved bidders.
- ✓ Coördinate pre-tender meetings and site visits with bidders, as required.
- ✓ Prepare all correspondence to bidders during the bidding period with necessary input from End User, where required.
- ✓ Coördinate and attend technical and commercial bid openings.
- ✓ Perform evaluation of commercial aspects of the technical bid and evaluation of commercial bid.
- ✓ Prepare the contract document(s) conforming agreed changes to the ITT package.
- ✓ Perform contract administration activities - bank guarantees, insurances, invoices, etc.

Manage contracts and resolve all commercial and administrative issues;

Interpretation of contracts as needed to support other departments or disciplines;

Handling and resolving any administrative and commercial issues related to each contract, subject to submission for approval to appropriate level of authority;

Meetings with the contractors on any commercial and contractual aspects and generate MOM;

Preparation, submission and tracking of all contract change notices and amendments for approval by appropriate level of authority;

Treatment of all contractual correspondences;  
Monitor, review and approve contractors' invoices;  
Track invoices until payment to ensure prompt treatment under the terms of the contract.  
✔ Respond to contractual notices and claims as appropriate.  
Maintenance of the contractor correspondence log;  
Maintenance of the change management log;  
Maintenance of the payment certificate and invoice log;  
Maintenance of the claim log;  
Maintenance of the insurance and guarantee log.  
✔ Provide contractual advice to End Users and prepare contractual correspondence.  
✔ Review and evaluate variations and claims, prepare recommendations for approval of management and prepare contract amendments, as required.  
✔ Perform close-out of contractual matters upon completion.  
Coördinate and issue of provisional acceptance certificate;  
Lead the contract close out process;  
Prepare and handover all contractual handover documentation to Operations;  
Punch list monitoring;  
Evaluation of contractors.

## Your qualifications

Level of education & Experience in general

- ✔ Engineer, bachelor or master degree in science, business and/or economics.
- ✔ Seasoned and experienced contract manager.
- ✔ Significant experience with a minimum of 10 years in Oil and Gas or (petro)chemical industry, eligible to work in Belgium immediately.

Technical skills

- ✔ In-depth knowledge and expertise in contract management.
- ✔ Good technical knowledge of (engineered) equipment, materials, (construction) services and preferably civil works on major construction projects.
- ✔ Good knowledge of contracting law and legal aspects.
- ✔ Relevant market knowledge.
- ✔ IT skills: MS Office.
- ✔ Fluent in English (verbal and written) and knowledge of Dutch is a plus.

Behavioural skills

- ✔ Excellent negotiation skills.
- ✔ Strong interpersonal skills and relationship building.
- ✔ Excellent business and commercial sense.
- ✔ Good analytical skills, able to define and prioritize issues and solve problems
- ✔ Strong team player.
- ✔ Flexible, proactive, punctual and integer.
- ✔ Innovative, with an eye for identifying opportunities to reduce costs and challenge status quo.

**Reference:** 3111

**Projectphase:** Construction

**Discipline:** Procurement

**Position:** Contracts Manager

**Function level:** Senior

**Region:** (B) Antwerpen

**Education:** Master

**Experience:** 8-15 years

**Type of contract:** Project

**Posted at:** 24-04-2024

**Advisor:** Wenzel Hurtak

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