

Contract Manager

For one of our customers in Belgium we are in search for a **Contract Manager**.

Job description

- ✓ Responsible for Contract Management of the Admin Campus Design & Build Contract primarily interfacing with the EPC Contractor's lead commercial personnel.
- ✓ Independently lead Post-award management of contractual requirements including but not limited to; Handling and resolving any administrative and commercial issues related to the Admin Campus contract, subject to submission for approval to appropriate level of authority (DOA); Timely submission of deliverables (bank guarantees, insurances, invoices etc.) and notices; Review the technical and commercial content of changes and claims for accuracy and consistency, liaising with relevant SME (Subject Matter Experts);
- ✓ Prepare the terms, conditions and assumptions upon which changes or claims are to be evaluated and defended (as applicable);
- ✓ Facilitate and minuting regular (Bi-weekly) Commercial / Change Management Meetings with EPC Contractor's commercial department;
- ✓ Preparation, submission and tracking of all contract change notices and amendments for approval by appropriate level of authority (DOA) in a timely manner;
- 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;
- ✓ Perform checks and reviews and facilitate approval by appropriate DOA of contractors' Invoices / Payment Certificates; Manage all Invoice / Certification / Payment queries with Contractor and P2P (Purchase to Pay) team to ensure prompt treatment of invoices in accordance with the terms of the contract;
- ✓ Perform close-out of contractual matters upon completion.
- Coordinate 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.
- ✓ Participate in all Admin Campus project delivery team meetings;
- ✓ Coordinate with and support 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;
- ✓ Provide oversight and governance of EPC Contractor and subcontractor activities to Construction Project Management;
- ✓ Provide interpretation of contracts and advice as needed to support other departments or disciplines.

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 Building Construction sector with Oil and Gas or (Petro) chemical industry experience, eligible to work in Belgium immediately..

Technical skills

- ✓ In-depth knowledge and expertise in contract management.
- ✓ Good technical knowledge of Design & Build Buildings Contracts and major greenfield Petrochemical construction projects.
- ✓ Good knowledge of contracting law and legal aspects (English & Belgium Law).
- ✓ Relevant market knowledge.
- ✓ IT skills: MS Office.
- ✓ Fluent in English (verbal and written) and knowledge of Dutch is preferred but not mandated

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 reliable.
- ✓ Innovative, with an eye for identifying opportunities to reduce costs and challenge status quo.

Reference: 3318

Projectphase: Construction

Discipline: Civil, Construction

Position: Contracts Manager

Function level: Lead, Senior

Region: (B) Antwerpen

Education: Bachelor

Experience: 8-15 years, 15+ years

Type of contract: Project

Posted at: 24-10-2024

Advisor: Wenzel Hurtak

Telephone: +31 (0) 115 820 202

Mobile: +31 (0) 682 854 885

E-mail address: whk@nouvall.com