

Subcontracts Administration Manager

For our client in Terneuzen we are hiring a **Subcontracts Administration Manager**.

Job description

As Subcontracts Administration Manager you are responsible for administering construction contracts at the job site, located in Terneuzen (The Netherlands).

Responsibilities:

- ✓ Reporting to the Project Manager (at site) and the Manager of Subcontracts (in Italy), you will be in charge to manage the Construction Contracts for the construction of a new Plant.
- ✓ Issue the Subcontracting Administration procedure based on the standard template and processes of the Subcontracting office.
- ✓ At the start of each work, arrange meetings to instruct each Subcontractor on the procedures of administration (preparation of accounting, evaluation of extra works, interim and final payment certificates, etc.).
- ✓ Review and approve the Contractor's interim payment certificates in accordance with the Project Construction Contracts Administration Procedure.
- ✓ Assure that extra works, claims, back charges, penalties and close out of the contract are performed / processed in accordance with the Project Procedure.
- ✓ Ensure that the final payment certificate contains all the documentation requested by the Subcontract Administration Procedure.
- ✓ Verify and check invoices.
- ✓ Prepare and issue the "evaluation of the contract price summary" for each contract.
- ✓ Prepare together with the Construction Manager the claims preliminary assessment and assist up to claims final settlement.
- ✓ Assist the Construction Manager in resolving disputes with contractors, about contractual obligations and participate to meetings with contractors.
- ✓ Check and ensure receipt of all contract documents from Home Office.
- ✓ Ensure receipt of copy of all drawings issued for construction to be kept, properly filed, for accounting records purposes.
- ✓ Ensure that all contract and accounting documents are properly filed and in auditable conditions.
- ✓ Prepare and transmit to Client draft of contract amendments due to extra works, back charges, claims.
- ✓ Review Performance Evaluation of all contractors prepared by the Subcontract Administrator(s), and ensure transmission to the Home Office Coordinator of Subcontract Administration.
- ✓ Assure performance of Construction Contracts Administration activities in accordance with the Project Execution Plan and issue Quality Forms in accordance with the Quality Management System instructions.

Your qualifications

- ✓ You have obtained a graduated Civil / Mechanical / Electrical engineer with minimum 10 years' experience in Subcontracts and Subcontracts Administration at site for Chemical and Oil & Gas

industries.

- ✓ Fully proficient in accounting management necessary for verify the calculated quantity.
- ✓ Fluent in English (Dutch is a plus).
- ✓ Fully proficient in Office suite.
- ✓ Excellent communication and leadership skills.
- ✓ Eligible to work in European Union.

Reference: 3151

Projectphase: Construction

Discipline: Completion, Procurement, Project Support

Position: Contracts Engineer, Cost Controller

Function level: Senior, Medior

Region: (NL) Zeeland

Education: Bachelor

Experience: 8-15 years, 15+ years

Type of contract: Project

Posted at: 29-05-2024

Advisor: Wenzel Hurtak

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