

## Contracts Specialist

For a chemical multinational we are hiring a **Contracts Specialist**.

### Vacature omschrijving

Supports the Contracts Manager in the pre- and post-award contract management activities, including, but not limited to, assisting in the: development of contract management procedures, 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 requests for potential changes or claims, preparation of summaries and assisting in the development of strategies and recommendations with attention to financial and business risks; participation in project delivery team meetings; preparation of the terms, conditions, and assumptions upon which changes or claims are to be evaluated; and review of the technical and commercial content of changes and claims for accuracy and consistency.

Assist in the identification of opportunities for synergies, leveraging scale and improving efficiency.

#### Pre-award activities:

- ✓ Prequalification of construction contractors
- ✓ Prepare tender documentation, including the draft contract, as well as definition of appropriate unit price list/s tailored to the scope of work
- ✓ Expedite receipt of bids
- ✓ Prepare preliminary bids tabulation
- ✓ Review and agree with the Contracts Manager the short list
- ✓ Organize technical & commercial clarification meetings with bidders
- ✓ Assist the Contracts Manager in the meeting preparation
- ✓ Liaise with technical disciplines in getting technical bids evaluation
- ✓ Prepare final bid tabulation
- ✓ Draft the Final Contract for signature by all parties

#### Post-award activities:

- ✓ Administer on a day-to-day basis the assigned contracts
- ✓ Prepare the draft correspondence to contractors
- ✓ Ensure the submission and validity of insurance certificates and bonds
- ✓ Review "Issued for Construction" drawing pre-accounting / re-measures submitted by contractors
- ✓ Review costs and other impacts of proposed changes either initiated by client or contractor
- ✓ Raise formal variation / change orders
- ✓ Maintain a contract administration log detailing the actual financial status of each contract, including lump sum progress, unit rate accounting and all changes
- ✓ Review monthly payment applications and issue payment certificates
- ✓ Attend weekly commercial meetings with contractor and issue minutes of meeting's
- ✓ Evaluate contractor claims and propose adequate responses

- ✓ Prepare Final Account and Close Out documentation

#### SHE&S:

- ✓ Actively participate in raising safety awareness of own people and contractors on site
- ✓ Help to ensure contractor and suppliers understand the SHE&S policies
- ✓ Identify and help wherever possible implement SHE&S improvements.

#### Systems & Ethics:

- ✓ Maintain strict confidentiality and ethics on all contractual matters
- ✓ Ensure compliance to ISO certificates and financial audit requirements
- ✓ Comply with all project procedures and DOA
- ✓ Follow, communicate and implement all applicable legislation and changes to clients Policies

#### Training:

Participate in all compulsory trainings linked to the job and site

### **Je profiel**

#### Level of education & Experience in general:

- ✓ Engineer, bachelor or master degree in science, business and/or economics
- ✓ 5 - 15 years of experience contract engineer / administrator
- ✓ +5 years of experience in Oil and Gas or (petro)chemical industry, preferably in the Antwerp or Benelux areas

#### Technical skills

- ✓ In-depth knowledge and expertise in technical procurement and contract management
- ✓ Good knowledge of (engineered) equipment, materials and (construction) services on major construction projects
- ✓ Good knowledge of contracting law and legal aspects
- ✓ Relevant market knowledge
- ✓ IT skills: SAP MM, MS Office
- ✓ Fluent in English and preferably also in Dutch

#### 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
- ✓ Willing and flexibility to travel to the Antwerp area with possible short business trips to other European countries

### **Wat bieden we**

Good and competitive employment conditions.

Freelance or ZZP also possible.

**Referentie:** 2569

**Projectfase:** Operations

**Discipline:** Administration, Procurement

**Functie:** Contracts Engineer, Contracts Manager, Cost Controller, Inkoper

**Functie niveau:** Lead, Senior

**Regio:** (B) Antwerpen

**Opleiding:** Master, Bachelor

**Ervaring:** 8-15 jaar, 15+ jaar

**Contracttype:** Project

**Geplaatst:** 17-11-2022

**Adviseur:** Wenzel Hurtak

**Telefoon:** +31 (0) 115 820 202

**Mobiel:** +31 (0) 682 854 885

**E-mail:** whk@nouvall.com