



PR/094519 | Senior Contract Manager

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1509669

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:11

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

SENIOR CONTRACT MANAGER

Our client in the construction industry is looking for a senior contract manager. This role will manage and oversee the entire contract & tender process.

About the Senior Contract Manager Role:

In this role, your main responsibility is to oversee the entire contract processes and to ensure that projects are awarded competitively, meet legal standards and align with company strategic objectives.

Key Responsibilities:

- Develop, review, and negotiate contracts, ensuring the compliance with legal requirements and company policies
- Work closely with the tender team, project team, technical team and consultant to prepare accurate and competitive bids.
- Manage contract changes, claims, and dispute resolution processes, minimizing the impact on project timelines and budget.
- Conduct regular contract performance reviews and maintain open communication channels with vendors to address any concerns or issues.
- Collaborate with legal teams to address legal issues, mitigate risks, and ensure contractual compliance.
- Manage the financial and contractual of all projects from pre-tender to post-tender including quantities, variations, measurement, tender costing, cost estimates, monthly closing, and final accounts

To be successful in this role, you need to experience in managing contract from pre-tender to post tender.

Key Requirements:

- Degree in Quantity Surveyor/ Civil Engineering is preferred
- Minimum 8-10 years' experience in civil construction
- Proven track record in managing team and well versed in contract management
- A good team player & able to present ideas both to external and internal parties

If you're a strategic thinker with a proven track record in contract management within civil engineering projects, this is the role for you.

Apply today or email me at sherlynn.lee@jac-recruitment.com or call me at +65 6411 0476 to discuss this new opportunity.

Do note that we will only be in touch if your application is shortlisted.

Lee Sher Lynn
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Company Description