

## Contracts Manager

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Company: Samuel Knight

Location: United Kingdom

Category: other-general

### Contracts Manager

#### The role -

To provide Contract Administration and Contract Management services required to protect the company's commercial position and contractual entitlements, and to ensure the completion and hand-over of the works to budget, specification and schedule.

To support sales activities, including to assist with the preparation of tenders and with the negotiation of contracts to ensure submission of commercially viable proposals, which achieve the customer's technical and business goals.

#### Outline of Projects -

The design, supply, installation, commissioning and hand-over of Power Generation & Power Transmission Systems.

Maintain medium-term and short-term forecasts and budgets for the Power Division to establish measurable performance benchmarks that align to the company's and headquarters' corporate targets and goals.

#### Key Responsibilities -

1. Contract Documents, Contractual Correspondence and Notices

Drafting, negotiating, amending and timely preparation and issue of Contract Documents, Subcontract Documents, Agreements, Terms & Conditions, Contractual Correspondence and Notices as required to effectively protect the commercial position and contractual entitlements of the company.

Assist in local sourcing of materials, components and services and in the formulation of suitable agreements as required.

## 2. Contract Negotiation & Proposals

To support sales activities, including to assist with the preparation of tenders and with the negotiation of contract terms & conditions to ensure submission of commercially viable proposals, which achieve the customer's technical and business goals.

## 3. Risk Analysis and Risk Management

Identify, assess and minimize the risk of Contractual disputes. Avoidance of any claims and protection of rights and interests under the contract.

## 4. Review & Evaluation of Tenders and Contract Documents.

Evaluate tenders received from Subcontractor(s), produce tender reports and make recommendations for selection.

Review content and ensure contracts fully satisfy company and Client requirements

## 5. Prepare Business Planning and Reporting

Conduct periodic contract review of all projects to reconcile project accounts and ensure all income and expenses are recognized and invoicing is up-to-date.

Develop medium-term and short-term forecasts and budgets for the Power Division to establish measurable performance benchmarks that align to the company's and headquarters' corporate targets and goals.

Compare actual financial results to budget and forecast, identify and analyze variances, and recommend and implement actions to both enhance and/or meet performance targets.

## 6. Manage Variations and Changes

Implement and maintain system to ensure variation orders, change orders and site instructions are monitored and controlled to protect company rights and entitlements.

Review Variation Orders and site instructions to ensure that company rights are protected.

## 7. Preparation, Presentation, Management and Negotiation of Claims.

Establish Claim Files, develop/present claims, evaluate claims presented and prepare appropriate counter claims and defence against claims to effectively protect rights and interests.

Review Contract documents, correspondence and project data as required to develop, present and support claims.

Ensure effective resolution of claims so as not to disturb progress of the works. Assist in the negotiation of final settlement as required.

## 8. Project Administration & Execution

Establish and maintain accurate records, reports and establish effective control and administration procedures.

Preparation and formalization of "Minutes of Meeting" as required for discussions among the parties to include Owner, Consultant and the company ( and others as required )

Control of documents and preparation of weekly progress reports required.

Assist to plan, develop and maintain the Project and Site Construction Schedule to ensure completion on time.

Assist with Administration and Co-ordination of the works among the parties to include the Owner, the Consultant, subcontractors and Toshiba.

Assist in the supervision of local works to make effective use of resources.

Establish and maintain effective communications with the Client and between the Parties.

What you will bring to the team

Strong commercial, administrative and organizational skills.

Possess strong communication & negotiation skills, is patient, and has strong work ethic.

Be resilient, flexible, and self-motivated and can work independently as well as in a team.

Comfortable working on own initiative.

Have a continuous improvement mentality.

Willingness to learn and grow

Excellent Office 365 skills – Outlook, Word, Excel and PowerPoint.

Company Benefits

Competitive company benefits, including:

Generous Company Pension Scheme

Private Healthcare

Dental

Subsidized Gym membership

Death in Service

Permanent Health Insurance

Potential Bonus

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