

Manager, Contract Management

Responsibilities:

- Work with Planning & Design team on service provisions of contractors at project planning stage to ensure standards and compliance are achieved.
- Establish and monitor contract administration system to ensure compliance of contract for projects is achieved.
- Involved in re-negotiations of contracts to ensure cost is kept to the minimum for PR1MA in its final contract re-evaluations.
- Monitor cost of major costs elements to ensure project cost is within budget and no overrun.
- Ensure all progress payments are made as per contract terms.
- Monitor any contractual disputes and arbitration, and to provide advice where necessary.
- Work with Project Management team on details and variations of contract/order to ensure standards and compliance are achieved.
- Facilitate and close the finalisation of accounts to completed projects to ensure they meet the requirements of contract.

Requirements:

- Bachelor's Degree in Quantity Surveying or equivalent.
- Minimum 8 years relevant working experience/skills.
- Strong written and verbal communication skill.
- Strong at relationship building with strong negotiation skills.
- Strong networking with consultants, contractors and supplier.
- Proven achievement in prior employment.