

Contracts Manager

You will act as the key point of contact and liaison between the company and the client and/or its representatives for all contractual and legal matters.

You will be responsible for overseeing contractual compliance and risk throughout the project life cycle from tender stage through to project execution and sign off.

Responsibilities

- You will help negotiate contract terms, explain various elements of the contract between the company and the client ensuring you always act in the company's best interests.
- You will ensure the commercial aspects of the contract are protected, legal compliance is achieved and the company's integrity is not compromised.
- Draft, review and revise contracts ensuring they are accurate, relevant and up to date.
- Interpret and highlight contractual risk exposure for the company and propose mitigation actions by leading discussions and process with Client till Contract Signature
- Review and reduce ambiguity in contract terms and conditions and provide points of clarification for all stakeholders.
- Be the key liaison between all internal/external stakeholders involved in the project, providing advice and guidance where necessary.
- Be the key point of contact for escalation issues and dispute resolution between the company and client representatives. Ensure QHSE standards, profitability and company values are maintained
- Ensure internal documents are up to date, legally compliant and relevant for the needs of the business.
- Draft, discuss and finalize Subcontract with all Suppliers involved on the relevant project.
- Working with Commercial Manager and Project Directors challenge and control Variation Orders, Claim, Letters and formal communication
- Build excellent client relationships built on trust and understanding, always acting in the best interests of the business
- Join management meeting, when required, where contractual matters are approached.
- Need to develop contractual guidance processes, tools and optimise the process
- Be a supervisor to junior contracts team members, and coordinate contract teams workload.
- Experience with in the survey environment.

Experience and Qualifications

A degree in a relevant discipline such as Construction Management, Law, Business Management

Understanding of offshore contracting terms and applying FIDIC principles when required.

IMCA Marine Construction Contract knowledge would be advantageous.

Knowledge of lump sum contract interpretation such as weather days, fuel, currency and escalation clauses

Working in a multi national environment whilst considering cultural differences