

Contract Executive

Responsibilities:

- Ensuring that only services are sold that can be fulfilled by the operational processes.
- Ensuring that exposure to legal and technical risks is minimized.
- Clarification of tender and contract requirements with other processes or enterprises of the Company for negotiation scope and cost with required subcontractors, agents and partners.
- Preparation of proposal and contract specific documentation with the support of the relevant business, operational or supporting departments, subcontractors and partners. e.g. Procedures, Certificates, Reports, Bank Guarantees etc.
- Reviewing and suggesting legal terms & conditions together with the Enterprise Legal.
- To ensure that all legal, as well as insurance requirements that could not be resolved during contract negotiations are known and addressed appropriately.
- Request names for responsible of Project Manager for each awarded contract from the Project Management department and insert in Petroclamp Business Drive.
- Entering technical and commercial information into Petroclamp Business Drive for Proposal, Prequalification and Contract phase.

Requirements:

- 2 years minimum of relevant experience in Contract Management or related fields.
- Associates degree or Bachelor's degree preferred, particularly in engineering/accounting/legal field of study.
- Knowledgeable with the respective industry recognized standards used in pipeline inspections is an advantage.
- Excellent written and verbal communication skills and capability to communicate with all levels of the organization.
- Ability to make good decisions under pressure as well as ability to accomplish multiple tasks in limited time frames.
- A self motivatee, pro active individual who is able to work independently as well as in a team environment.