

Lead Contractors Administrator

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Company: Technip Energies

Location: Kuwait City

Category: other-general

Duties in this position are varied and occasionally complex as they are primarily related to the implementation of LSTK Contract Management.

Determines fit for purpose work method approach in accordance with established policies and procedures.

Awareness that the impact which ones actions, recommendations or decisions could be of considerable significance involving adverse effects on the project, its' customers or personal relationships.

Thorough knowledge of contract formation and administration, home office and site procedures, including documents relating to a multi-discipline construction project is essential.

Must Have:

Recognized qualification to a degree level in a commercial discipline (e.g. Business Administration, Law, Quantity Surveying, Construction Management, Cost Engineering or Engineering) is required.

Minimum 5-6 years of relevant work experience in LSTK construction projects in the oil and gas sector is desired.

Demonstrated understanding & extensive experience of the procurement and contract administration processes and principles from preparation and issue of bidders lists, contract plans, bid invitation package preparation through bid evaluation, recommendation for award to Contract conclusion, administration, resolution of claims and disputes and close out of Contracts.

Experienced in Contract enhancement procedures.

Experience in the Middle East will be an advantage.

Membership of any reputable professional association will be an advantage.

Previous employment in a contract management role with an EPC Contractor will be an advantage.

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