

## Lead Contracts Administrator I

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Company: KBR, Inc.

Location: Kuwait City

Category: business-and-financial-operations

Responsible for pre –award activities including bid invitation preparation, processing queries from bidders, preparation of bid evaluation programmes, evaluation of bids, negotiation, contract preparation and award formalities;

Responsible for post –award activities including conducting kick – off meetings, coordinating all contract submittals and correspondence, preparation and processing of variation orders, claims and closeout;

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