
Projects with Contract Administration & Procurement duties. Maintains a working knowledge of Clients Contract Management & Procurement Standards, programs and goals by planning and applying Contract Management practices and procedures as established by client on a project site. Establish and maintain communications with project staff through meetings, telephone and web conferences and reports. Prepare, maintain, retrieve, and communicate records, reports, or documents that may be required to meet corporate and Contract Management requirements. Support Contract Management activities on construction projects, with a work scope of \$50 million to \$400 million; duties may include assisting multiple functions, Contract Administrators and Contract Managers with the preparation and execution of pre-award and post-award activities. Participate in the Pre-Qualification process of subcontractors; monitor and track subcontractors' compliance to Dow's HSE, Quality and Finance procedures currently in place. Prepare and maintain all electronic and hard copy files in accordance with Dow's Numbering and Filing System. Perform all other duties requested by immediate supervisor(s) in order to support and achieve project milestone goals. Will provide operational direction to administrative/contract technician personnel. Develop and make formal presentations when given the opportunity. Organize and document communications and meetings with contractors. Read and understand the Contracts. Participate in the development of the Project Contracting Plan and contract planning. Perform Contractor resource survey. Participate in development of contract risk assessment matrix and participate in risk reviews. Participate in project functional audits. Develop agendas and participate in project kick-off and alignment meetings. Assist in preparation of Project Contract Procedures. Support in development of standard contract templates for a project. Coordinate the timely issue/distribution/response of documents to the Contractor. Coordinate/maintain control of Site Instructions. Apply technical skills or procedures. Apply oral and written communication skills. Apply administrative and organizational skills. Some basic knowledge of contract types and terms. Understand and implement practices and procedures Judgment/Problem Solving. Generate and consider alternatives. Provide out of the box solution and be flexible. Other duties as assigned.

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University degree in engineering, science or business or equivalent work experience. Practice of construction contracts pre-award and post-award. Capital project experience preferred. At least 8-10 years experience in capital project contract administration, engineering, purchasing, production or maintenance. Experience on dynamic, results oriented teams. Experience across multiple functions or businesses.

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