

EPC Contract Sourcing Manager



Locatie **Zeeland, Terneuzen**
<https://www.advertentienx.nl/x-1568055-z>

For a client in Zeeland, we are looking for a EPC Contract Sourcing Manager.

Bedrijfsomschrijving

Nouvall Engineering Services is specialized in project support for the (petro) chemical and maritime industry. We provide expertise in the field of Engineering, Project Management, Maintenance, Shutdowns, Construction and Safety.


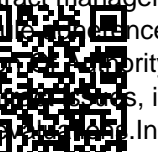
Functieomschrijving

The EPC Contract Sourcing Manager is responsible for the contract preparation, execution, and closure to meet the project defined requirements and contract compliance.
 Specific responsibilities from contract formation, implementation, and closure include:

Participate in negotiation of contract terms and conditions, coordinate technical scopes of work including interface with all project disciplines (including project controls, legal services, project management, construction, engineering, finance/accounting, and EPC/m firm).Lead internal Request for Proposal (RFP) and RFP explanation meetings, contract pre-award meetings. Support in final negotiations. Drafting/finalization of contract documents.Analyze commercial sections of proposals and coordination of technical proposal evaluations. Develop final proposal evaluations and prepare contract

recommendations, and present recommendation to project team.Perform contract management post-award activities through issuing and closing contracts, including, schedule of performance, close-out management, and close-out compliance.Ensure proper Delegation of Authority (DOA) for issuing EPC contracts,close-out contracts, finalizing pending contracts,issuing invoices, invoices and supporting documents in a timely manner.Understand technical terminology and developments .Gather and compile data essential to formation and/or administration of contracts.Assist with implementation of Contract Management practices and procedures and coordinate and monitors completion of assigned tasks.Receives limited direction from supervisor and may support one or more



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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.

Functie-eisen

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.

Arbeidsvoorwaarden

Excellent working conditions, see our website.

Sollicitatieprocedure

You can apply via our website. [Websiteeasyapply.jobs/r](https://www.easyapply.jobs/r)