

Specialist Contract and Claim Management



Locatie **Zeeland, Terneuzen**
<https://www.advertentiax.nl/x-1705298-z>

For one of our customers we are in search for a Specialist Contract and Claim Management

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

Your role:
 Supporting the Senior Commercial Manager.

- Independently lead and support pre- and post-award contract management activities including, but not limited to preparation of contracting strategies, expressions of interest/ pre-qualifications, invitations to tender, tender management (receipt, analysis, clarification), conditions of contract and commercial negotiations and recommendation to award.
- Post-award tracking of contractual requirements for timely submission of deliverables and notices, analysis of solicitations for potential changes or claims, preparation of summaries and development of



 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>	 <p>https://www.advertentiax.nl/x-1705298-z</p> <p>Specialist Contract and Claim Management</p>
---	--	--	--	---	--	--	--	--	--

-
- Examine scope of work and other information provided by End Users for completeness and consistency.
 - Prepare comprehensive ITT packages using standard forms and coordinate issuance to approved bidders.
 - Coordinate pre-tender meetings and site visits with bidders, as required.
 - Prepare all correspondence to bidders during the bidding period with necessary input from End User, where required.
 - Coördinate and attend technical and commercial bid openings.
 - Perform evaluation of commercial aspects of the technical bid and evaluation of commercial bid.
 - Prepare the contract document(s) conforming agreed changes to the ITT package.
 - Perform contract administration activities - bank guarantees, insurances, invoices, etc.
 - Manage contracts and resolve all commercial and administrative issues;
 - Interpretation of contracts as needed to support other departments or disciplines;
 - Handling and resolving any administrative and commercial issues related to each contract, subject to submission for approval to appropriate level of authority;
 - Meetings with the contractors on any commercial and contractual aspects and generate MOM;
 - Preparation, submission and tracking of all contract change notices and amendments for approval by appropriate level of authority;
 - Treatment of all contractual correspondences;
 - Monitor, review and approve contractors' invoices;
 - Track invoices until payment to ensure prompt treatment under the terms of the contract.
 - Respond to contractual notices and claims as appropriate.
 - Maintenance of the contractor correspondence log;
 - Maintenance of the change management log;
 - Maintenance of the payment certificate and invoice log;
 - Maintenance of the claim log;
 - Maintenance of the insurance and guarantee log.
 - Provide contractual advice to End Users and prepare contractual correspondence.
 - Review and evaluate variations and claims, prepare recommendations for approval of management and prepare contract amendments, as required.
 - Perform close-out of contractual matters upon completion.
 - Coordinate and issue of provisional acceptance certificate;
 - Lead the contract close out process;
 - Prepare and handover all contractual handover documentation to Operations;
 - Punch list monitoring;
 - Evaluation of contractors.

Functie-eisen

-
- Proactive work attitude.
 - Team player.
 - Willing to work in a small, flexible and enthusiastic international team.
 - A valid VCA VOL certificate and a good safety awareness.
 - Minimum 10 years of work experience in the (petro-) chemical sector.
 - Clear experience in working in or with design contractors.
 - Include your experience into practical designs and construction packages.
 - Good understanding of English in speaking and writing and fluent in Dutch.
 - Enthusiastic and goal-oriented.

Arbeidsvoorwaarden

You will be part of a small team, but will contribute to a large challenging longterm newbuilding project.
Possibilities for payroll and professionals who are selfemployed.

Sollicitatieprocedure

You can apply via our website.
www.nouvall.comWebsiteeasyapply.jobs/r