

# Subcontracts Administration Manager



Locatie **Zeeland, Terneuzen**  
<https://www.advertentiax.nl/x-2016001-z>

Inleiding

For our client in Terneuzen we are hiring a Subcontracts Administration 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

As Subcontracts Administration Manager you are responsible for administering construction contracts at job site, located in Terneuzen (The Netherlands).

Responsibilities:

- Reporting to the Project Manager (at job site) and to the Manager of Subcontracts (located in Italy), he will be in charge to manage the Construction Contracts in the frame of the construction of a new Plant.
- Issue the Subcontracting Administration procedure based on the standard template and processes of the Subcontracting office.



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- At the start of each work arrange meetings to instruct each Subcontractor on the procedures of administration (preparation of account, submission of extra works, interim payment certificates, etc.).
- Issue in detail a Subcontracting Administration procedure to each Subcontractor in accordance with the instruction of the Subcontracting Administration office. The Subcontractor must provide a confirmation of work executed and issue to subcontractors the authorizations for invoicing.
- Set the rules for the review, in particular for the "unit price contracts", the accounting submitted by Contractors checking in detail quantities, correct application of unit prices (to be in accordance with the contract price list, and contract requirements), correctness of all calculations (arithmetic).
- Ensure that extra works, claims, back charges, penalties and closeout of the contract are performed / processed in accordance with the Project Procedure.
- Ensure that the final payment certificate contains all the documentation requested by the Subcontract

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#### Administration Procedure.

- Verify and check invoices.
- Prepare and issue, regularly, the "evaluation of the contract price summary" for each contract.
- Prepare together with the Construction Manager the claims preliminary assessment and assist up to claims final settlement.
- Assist the Construction Manager in resolving disputes (if any) with contractors, about contractor's contractual obligations, and participate, as required to the site meetings with contractors.
- Check and ensure receipt of all contract documents from Home Office.
- Ensure receipt of copy of all drawings issued for construction to be kept, properly filed, for accounting records purposes.
- Ensure that all contract and accounting documents are properly filed and in auditable conditions.
- Prepare and transmit to the Client the draft of contract amendments due to extra works, back charges, claims.
- Review the Performance Evaluation of all contractors prepared by the Subcontract Administrator(s), and ensure transmission to the Home Office Coordinator of Subcontract Administration.
- Assure performance of Construction Contracts Administration activities in accordance with the Project Execution Plan and issue, when appropriate, Quality Forms in accordance with the Quality Management System instructions Skills / Qualifications.

#### Functie-eisen

- You have obtained a graduated Civil / Mechanical / Electrical engineer with minimum 10 years' experience in Subcontracts and Subcontracts Administration at site for Chemical and Oil & Gas industries.
- Fully proficient in accounting management necessary for verify the calculated quantity.
- Fluent in English (Dutch is a plus).
- Fully proficient in Office suite.
- Excellent communication skills / leadership.
- Availability to move at job – site.
- Eligible to work in European Union.

#### Arbeidsvoorwaarden

Excellent terms, see our website.

#### Sollicitatieprocedure

Apply via our website [www.nouvall.com](http://www.nouvall.com) and discover the possibilities. [Websiteeasyapply.jobs/r](http://Websiteeasyapply.jobs/r)