

JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CC-907-2022
Company Name	Glassline
Industry	Engineering – Contracting
Vacancy	Contract Administrator
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Contractual
Major(s)	Civil Engineering
Degree	BE
Years of Experience	7+ years
Location	Choueifat, Lebanon
Remuneration & Benefits	TBA
Currency (LBP, Dollar, Lollar)	TBA
Tasks & Responsibilities	<ul style="list-style-type: none"> • Participating as a member of the negotiating team and resolving matters of a business nature related to the proposed contracts • Preserving contractual rights, administering terms and variation procedures, and replying to contractual matters when needed • Drafting contracts with suppliers and other parties, relying on previous contracts as a resource for the standard terms and conditions • Negotiating and following up LCs and LGs with banks • Preparing the necessary letters addressed to stakeholders for the interpretations of the contract • Coordinating with the procurement department concerning sub-contracts and other issues • Coordinating with the project managers to effectively monitor the progress of the project according to the contract terms • Preparing extension of time claims based on clear understanding of the program of works and delaying events

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- Preparing substantiation and set up contracted reasoning behind requested claims
- Keeping records of all contractual matters