

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-815-2022
Company Name	Confidential
Industry	Construction
Vacancy	Subcontract Administrator
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Law or Business
Degree	Bachelor degree
Years of Experience	At least 5 years with an excellent GPA
Location	Saudi Arabia, Jeddah
Remuneration & Benefits	To be discussed
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> • Implement the Division Responsibilities Matrix which records the Project's agreed assignment of various (sub)contract management tasks and the Standard Work Process Procedures applicable to (Sub)Contract Administration. • Administers assigned (sub)contracts maintaining a continual review of progress and providing management with information regarding projected financial or technical difficulties. • Coordinates with designated staff on operational activities affecting contractual rights and obligations, (sub)contract performance, (sub)contract administration and other major matters. • Administers moderately complex contract changes by negotiating with customer personnel and obtaining settlement • Administers information programs to ensure mutual understanding of (sub)contract terms and conditions.

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- Prepares periodic status reports for management.
- **Requirements:**

Basic knowledge of procurement regulations, policies and practices.

- Specialized courses or experience in pricing, contract law, negotiations and accounting.
- Working knowledge of engineering/construction industry contracting practices and policies, procedures and work practices.