

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-818-2022
Company Name	Confidential
Industry	Construction
Vacancy	Subcontract Specialist
Number of vacancies for that position	
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	FT
Major(s)	Law, Business or related major
Degree	Bachelor degree
Years of Experience	At least 5 years of experience 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"> <li>• Gather and compile support data for the preparation of documents and the administration of (sub)contracts.</li> <li>• Assist (Sub)Contract Manager or (Sub)Contract Administrators in completion of the various administrative tasks required by the Contract/Subcontract Management Manual; Standard Work Process Procedures and automated (sub)contract management systems.</li> <li>• Monitor areas of (sub)contract performance, as assigned.</li> <li>• Conduct investigations and inquiries into specific (sub)contracts problems, as assigned.</li> <li>• Organize materials for the preparation of meetings, presentations and training sessions.</li> <li>• Assist in the preparation of periodic status reports.</li> </ul> <p><b>Requirements:</b></p>

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- Demonstrated administrative and organizational skills.
- Demonstrated oral and written communication skills.
- Some basic knowledge of contract types, terms and legal requirements.
- Some basic knowledge of law, negotiations, accounting or cost engineering gained through education or experience