

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-666-2022
Company Name	Expertise Recruitment
Industry	Recruitment Agency
Vacancy	Contracts Manager
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Bachelor's degree in Finance, Accounting or Law preferred, relevant advanced degree or post graduate degree, such as MBA, is an advantage
Degree	
Years of Experience	10+ years
Location	Zouk
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Job Description</p> <ul style="list-style-type: none"> • Manages and oversees company contracts; • Reviews and evaluates company contracts such as consultancy contracts agreements from clients; • Reviews contracts provided with the RFPs (Requests for Proposal) documents from clients and provides comments, advice and guidance; • Prepares letter of awards (LOAs) and/or contracts for subconsultants; • Provides advice on contract interpretations and analysis; • Provides advice and facilitates contractual bond and insurance requirements. • Negotiates conditions and terms of contract;

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- Manages contractual changes and resolve disputes or conflict resolution;
- Analyses contracts to ensure they comply with local laws and regulations;
- Other duties and tasks as may be required, assigned and/or instructed by the Commercial Director.

Requirements

Bachelor's degree in Finance, Accounting or Law preferred, relevant advanced degree or post graduate degree, such as MBA, is an advantage;

- 10+ years of proven experience in contract administration and management in the Middle East region;
- 3+ years of relevant experience in a design consultancy firm is an advantage;
- Good leadership, interpersonal, organizational and management skills;
- Goal-oriented, persistent, determined and flexible with strong negotiation skills;
- Excellent working knowledge of contract law, consultancy contracts' legal and contractual terms and conditions in the Middle East Region as well as globally;
- Strong and effective communication (written and verbal) skills in English;
- Proficiency in other languages (Arabic, French, etc.) is an advantage;
- Proficient basic computer and software (MS Office – Word, Excel, Outlook) skills;