



Contracts Manager

Job Tasks Description

- Responsible for the development, implementation and maintaining of systems, procedures and related documentation that meet quality and contractual requirements for both existing and new contracts of the Company;
- responsible for monitoring and managing the performance and quality of delivery by the Company-led contracts, to ensure contract compliance by Unicon Limited;
- responsible for completion of pre-tender obligations, submitting pre-qualifications, studying contractual conditions and conducting project cost analysis including considering cost impact of techno commercial conditions;
- responsible for assessing contractual terms for secured projects, cost impact on the project, advise execution and billing team for non-spelled items;
- responsible for managing contractual correspondence, raising and settling contractual claims;
- responsible for preparation of tender documents, scrutinizing the tender, concluding agreements and attending all types of correspondence;
- responsible for preparation of procurement schedules, preparing programs, methods, resources and systems to meet required dates. Maintaining cost control, quality and progress;
- responsible for all correspondence related to contracts;
- responsible to represent in all meetings with suppliers and sub-contractors;
- responsible to finalize sub-contract items after the award of a project;
- responsible for identification of tendering opportunities;
- responsible for liaisoning / Co-ordination with all concerned Functions / Departments / Divisions for smooth project execution;
- responsible for resolving technical issues during execution stages in co-ordination with engineers;
- responsible for fulfilling the post project execution documentation requirements in terms of Drawings, Inspection Plans, Procedures & Approvals for the same from Client / Consultants. Preparation of Technical / Commercial dossier as per client requirements;
- responsible for keeping close tab on cash flow / payments for the orders by complying to various payment milestones;
- responsible for the identification potential risk and implication to the Company and mitigation plans;
- responsible for right co-ordination of all functions to ensure good liaison and co-operation between internal Divisions/Departments and external clients to ensure priorities are achieved in line with the overall schedule;
- responsible for keeping track of material submittal, orders and delivery status;
- responsible to involve in finalization of material procurement orders;



Knowledge & Skill Requirements:

- At least 05 years of experience in cross-organizational project and contract management, at a senior level.
- Commitment to the creation of learner centered culture
- Able to establish good working relations with colleagues and learners
- Commitment to the provision of a quality service and the implementation of quality improvements
- Ability to deliver to tight deadlines
- Able to act and think both strategically and operationally
- Highly-effective influencing skills at a senior level
- Able to work under pressure and to strict deadlines
- Able to use initiative, organize and prioritize
- Able to identify improvements within existing systems
- Able to communicate effectively at all levels