

Contract Administrator- Glass Line

Glass Fabrication Machinery and Equipment Manufacturer

Major: degree in Civil Engineering, Engineering Management, or any related field

Experience: 7-10 years of experience in contract administration in a contracting setup

Major Responsibilities:

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

Additional Requirements:

- Experience in the façade industry is a plus
- Attention to details and the ability to execute contracts and to spot inconsistencies
- Excellent command of English and Arabic languages, French language is a plus
- Ability to work on multiple projects and to travel occasionally for follow ups
- Excellent command of English and Arabic languages, French language is a plus.

How to apply:

Kindly send your CV or contact the Career Services Center, E-mail:

career.services@balamand.edu.lb, Ext: 7801; 7802