

Job Title: Contracts Engineer

Job Summary: We are seeking a Contracts Engineer with 4-5 years of experience to oversee the contractual aspects of projects and ensure compliance with legal requirements. The Contracts Engineer will work closely with project managers, legal teams, and suppliers/contractors to ensure contracts are accurately prepared, negotiated, and executed.

Key Responsibilities:

- Draft, review and negotiate contracts, including but not limited to, construction contracts, purchase orders, subcontracts, service agreements, and change orders.
- Analyze and evaluate bids and proposals, ensuring compliance with company policies and legal requirements.
- Ensure contractual compliance by monitoring and analyzing performance, and advising the project team of potential risks and liabilities.
- Participate in contract negotiations with suppliers and subcontractors.
- Collaborate with the legal department and other stakeholders to ensure legal and contractual compliance.
- Review contract terms and conditions to ensure accuracy and completeness.
- Provide support to project managers with regards to contract administration and change management.
- Maintain accurate and up-to-date contract files and documentation.
- Assist in the resolution of disputes or claims arising from contracts.

Requirements:

- Bachelor's degree in Engineering, Business, or related field.
- 4-5 years of experience in contracts management, preferably in the engineering or construction industry.
- In-depth knowledge of contract terms and conditions, legal requirements, and procurement practices.
- Strong negotiation and communication skills, both verbal and written.
- Ability to manage multiple contracts simultaneously.
- Proficient in contract management software.
- Detail-oriented with excellent analytical and problem-solving skills.
- Ability to work collaboratively in a team environment