



PR/158787 | Contact manager

## Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1540911

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 12:35

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Contract Manager****Job Description**

- Support the Future Works Manager in preparation of additional work package proposals and associated contract deliverables.
- Support the negotiation of specific terms and conditions of additional works packages under an established commercial framework.
- Collaborating with project managers to ensure compliance with the terms set out within the upstream agreement with the customer.
- Liaising with counterparts within the customer organization to manage contractual issues, change and adherence to governance processes.
- Actively support procurement team to ensure downstream terms and conditions are robust and dovetail with upstream terms as required.
- Oversee the management of sub-contractors to ensure downstream claims, issues and variations are managed in accordance with the contract.
- Working closely with the Contract Change Manager to support with the assessment of change in accordance with the mechanisms within the contract.

- Liaising with stakeholders to develop relationships within an Alliance setting.
- Provide data and input into the monthly commercial report and established reporting forums (Monthly and Quarterly performance reviews).

**Key knowledge and experience:**

- A bachelor's degree in a relevant field
- Experience in ICT, software and Hardware will be an advantage
- Proven experience in a risk sharing alliance model would be advantageous in the role.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Attention to detail and organizational abilities.
- Knowledge and experience of working on complex rail projects is preferable.
- Financial acumen and understanding of financial reports.
- Previous experience in quantity surveying or similar skills would be considered an advantage.
- Able to work within a team and adopt a proactive problem-solving approach.

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Company Description