



PR/123617 | Senior Contract Administration

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1580389

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 04:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client in construction industry looking for Senior Contract Administrator. This role will be responsible for handling all contract matters including drafting, reviewing, and negotiate the contract with clients, partners, or vendors.

JOB RESPONSIBILITIES

- Develop and manage contract summary for team alignment
- Maintain contract with various types of standards contracts, including FIDIC
- Implement project-specific commercial and contractual procedures with clients, and third parties

- Conduct through contractual analysis with procurement and cost teams
- Identify, price, and manage all variations, handle presentations, negotiation and approval

- Ensure warranties, bonds, insurances, and guarantees meet contract requirements

- Manage tender documents

- Handle claims management and variation orders

- Manage contract packages and maintain a subcontract liability report to ensure compliance and performance

JOB REQUIREMENTS

- Min. Bachelor's Degree in any major

- Having minimum 10 years of work experience in contract management, preferable in construction sector

- Able to speak English

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Company Description