



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/160582 | Contract Manager

Job Information

Recruiter

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Job ID

1604910

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 10:43

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

A well-established multinational engineering and mobility solutions company with a strong presence in Malaysia and a long history of serving the commercial, residential, infrastructure, healthcare, and public sectors.

Job Responsibilities

- Lead the review of tender and contract documents, identify contractual and commercial risks, and negotiate terms to protect the company's interests.
- Provide contract advisory and commercial support to Sales, Key Account, and Project teams throughout the project lifecycle.
- Oversee contract administration, documentation management, compliance, and record retention in accordance with company policies.

- Ensure timely processing of commercial transactions and contract-related activities within ERP systems (e.g., SAP), including final account and claims settlements.
- Monitor commercial performance through reporting, analytics, compliance reviews, and process improvement initiatives.
- Lead dispute resolution, debt recovery, insurance claims support, and negotiations for complex or problematic projects.
- Track and manage performance of team, regular review of work and deliverables.
- Drive and promote safe behavior in accordance with OH&S Management System.
- Any other ad hoc project or assignment from time to time as directed by the management.

Job Requirements

- Degree in Legal or Law studies with min 5 years of contract management, diversified experience in developer/ main contractor handling large projects (>RM100 million).
- Experience in credit control, litigation and negotiations is advantageous.
- Mix previous experience with Developer, consultant and contractor will be an added advantage.
- Strong problem solving, risk and opportunity management skills.
- High level of professional integrity is required.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

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Company Description