



PR/123995 | Contract Administraor

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1607817

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:03

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Jobdesc:

- Provide review, interpretation, and administration of either the Main Contract (FIDIC) or Subcontracts.
- Advise Project Manager and Project Controller on contractual matters and risks.
- Monitor contractual deliverables, obligations, and deadlines.
- Prepare Contract Addendum and Subcontracts.
- Assist and coordinate Project Controller in preparation and submission of Claims (EOT, VO, Cost). Coordinate and follow up with explanations, clarifications if required.
- Assist and prepare the application documents that are required for payment statements and support to follow up the status until they are certified.
- Handle, assist to handle any disputes raised against the Main Contract and Subcontracts during the implementation.

Requirement:

- Min. Bachelor's degree in any major
- Have min. 5 years in related fields of work
- Understand FIDIC contract terms
- Fluent in English
- Wiling to work for a contract/project based term

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Company Description