



PR/123180 | Contract Administration

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント インドネシア

求人ID

1559387

業種

土木

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年09月23日 11:23

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

Our client, a JV of Japanese Company is looking for Contract Administration.

JOB RESPONSIBILITIES

- Develop and maintain a clear contract summary for team alignment
- 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 presentation, negotiation, and approval
- Drafting contract for sub-contractors or vendors. Ensure warranties, bonds, insurance, and guarantees meet contract requirements; monitor expiration and updated

- Provide cost and value management across projects with effective systems and procedures
- Manage tender documents
- Analyze cash flow forecasts and project cost reports for strategic decisions
- Handle claims management and variation orders

JOB REQUIREMENT

- Min. bachelor's degree in any major
- Familiarity with various types of standard contracts, including FIDIC
- More than 10 years of work experience in construction
- Able to speak English

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会社説明