



## PR/123617 | Senior 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

1580389

#### 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

2026年04月28日 15:00

### 応募必要条件

#### 職務経験

10年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 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 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

**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.

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会社説明