



PR/123995 | Contract Administraor

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

1607817

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08月18日 11:03

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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

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's, 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
- Willing to work for a contract/project based term

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会社説明