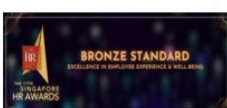


Assistant Manager, Contracts

Jurong Island

Responsibilities:

- Ensuring Compliance to Contractual obligations of both Owner and Contractor in all Project related works.
- Assist in the administration and management of project contracts with EPC Contractors, Owner's Engineers, Lender's Engineers, Engineers, and other service providers.
- Maintain contract documentation including agreements, amendments, variations, and formal correspondence.
- Preparation of Contract Appreciation Document
- Monitoring & Timely Certification of payment claims of Contractors / OE/ IE and other Contractors.
- Managing of Claims and Deviations from EPC Contractors and Managing of Counterclaim's to EPC Contractors
- Listing, Undertaking costs analysis, Formulating, Bidding, finalization of non-EPC scope of works.
- Drafting, reviewing and negotiating contracts with third parties.
- Drafting contractual letters related to claims and counter claims on Contractor and against the Contractor claims, delay notification letters etc.
- Ensure project execution remains within approved contractual and commercial terms without incurring unplanned costs.
- Assist the construction budget preparations and managing the cash flow requirement.
- Customs clearance co-ordination ensuring timely document clearance.
- Participation in the monthly/weekly Project Reviews



- Contracts Administration for minor works (Preparation of Proposal to Signing & closing of Contracts)
- Monitoring Procurement Contracts and & advising on procurement strategy.
- Monitor transaction compliance (milestones, deliverables, invoicing etc.)
- To assist the Project Director for negotiations with the Contractor in the case of probable disputable issues so that amicable settlement is reached.
- Assist in preparation of Briefs for lawyer's opinions / Senior Counsel
- Support in preparation of documents for Dispute Resolution/Mediation to close and resolve claims.

Requirements:

- Degree in Engineering field or equivalent education.
- 4 to 6 years of experience in contract or project management.
- Excellent English and local language skills; both oral and written.
- Contract management in a EPC environment.
- Experienced in negotiation and conflict management.
- Experienced in organization, analysis and reasoning.
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Others:

- 5-day work week.
- Willingness to travel to Corporate/Site Office whenever required





Interested applicants, please forward your detailed resume including your last drawn salary, expected salary and date of availability to:

HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

By submitting your personal data and/or resume to PacificLight (“us”) or to HR.SG@pacificlight.com.sg, you shall be deemed to have given consent to us collecting, using, and disclosing your personal data for the purpose of assessing your job application. Information collected may also be disclosed to PacificLight Group of Companies (“PacificLight”) which includes PacificLight Power Pte. Ltd and PacificLight Energy Pte. Ltd. for this purpose. Please read our privacy policy [here](#).



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