

Job title	<i>General Manager, Contracts</i>
Reports to	<i>GCOO</i>

We are a progressive investment holdings company listed on the Kuala Lumpur BURSA Main Board. In line with our expansion program, we wish to invite dynamic candidates for the following position.

GENERAL MANAGER, CONTRACTS

Job purpose

We are looking for incumbent with solid Construction Contract Administration background to support our business growth plan. We are expecting to meet a self-motivated, positive, customer focused team player who willingly accepts challenges.

This is a key role to the growth of the company's performance and reputation with very good potential for further career development. Remuneration will commensurate with qualification and experience.

Principal Responsibilities

Reporting to the GCOO and overseeing the entire contract department to ensure smooth and effective operation of the department.

Key responsibilities:

- Overseeing pre-contract and post-contract operation.
- Coordinating and interfacing with stakeholders to support the strategy and processes for initiating, developing, evaluating and negotiating contracts or agreements in pursuing the company's business objectives.
- Lead and recommend the complete formulation of contracts documentation inclusive of the respective exhibits between Client, our company and its Partners whilst ensuring company's interests are safeguarded.
- Support, guide and advise on the clarifications and negotiations with Client for a favourable contract position that safeguard company's interest which satisfy the business objective.
- Review, guide and provide advice on client's contractual provisions during project execution to the respective project manager/director for all projects in ensuring compliance of the contractual obligations and requirements in order to minimize or mitigate risk.
- Support the project management team in the building the case to support the contractual change, variation or dispute arising for all projects during project execution and post project phase.
- Lead, guide and independently review periodic contract performance reports ensuring potential contractual risks and disputed change orders are updated accurately reported to senior management in a timely manner.

- Develop a competent Contract Management team to drive the Group's business growth and support operational needs.

Qualifications / Requirements (Technical Attributes/Desirable Experience)

- Ideally 10 years' experience in a similar role is desirable.
- Candidate must possess at least Advanced Diploma/Bachelor's Degree in Quantity Surveying, Contract Management or equivalent.
- Well-versed in Microsoft Project and Primavera software.
- Well-versed with the statutory and regulatory requirements including CIPAA, CIDB and any others regulatory bodies and laws.
- Ample knowledge in pre and post contract administration on conventional as well as design and build contracts.
- Experience of working in a fast-paced office environment.
- Flexible and positive attitude to cope with a variety of duties which may be required at short notice.
- An excellent organizer and communicator; and with outstanding cost and time management along with good interpersonal skills.
- A proactive problem solver and highly practiced in discretion and confidentiality.
- A strategic thinker and skillful negotiator.
- Excel working under pressure to meet tight deadlines.
- Dynamic candidates who are highly motivated team player with significant procurement and contracting experience.

Interested candidates are kindly requested to write / call to respective HR Department.
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