

### ASSISTANT MANAGER / MANAGER, CONTRACTS

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, client 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.

Reporting to the General Manager of Contracts and to lead the tender team while taking charge in overall pre-contract activities.

Key responsibilities:

- Identify and make recommendation on suitable projects to tender.
- Lead tender/bidding exercise preparation by developing a project feasibility study which includes project budget, resources and cash flow; and ensure competitive bids documents are submitted on a timely basis for project tendered.
- Analyze all contract documentation and produce a deliverables schedule in collaboration with project team. Monitor performance against this schedule and recommend corrective actions.
- Managing pre-award activities including sourcing and shortlisting consultants, contractors, surveyors etc. for participation in the tender called by the Company.
- Responsible to manage awarded contract in accordance to conditions of contract including administration of monthly report progress claim, subcontractors' payment certification, variation order evaluation, joint measurement and project final account.
- Identify any amendment, variation, claim or breach that could impact on project in terms of cost and time. Manage these in a timely manner through negotiation of variations, claims and counter-claims, leveraging claims and legal expertise as necessary.
- Ensure that the procurement activities are compliant including adhering to process under tender management.
- To monitor the compliances of the contract specification and to ensure legal obligation are met.

### Qualifications / Requirements (Technical Attributes/Desirable Experience)

- Preferable 5 – 10 years' experience as Main Contractor Quantity Surveyor.
- Candidate must possess at least Diploma/Degree in Quantity Surveying, Contract Management or equivalent.
- Familiar with local contractor pricing.
- Well-versed in Microsoft Project, Primavera software and IT savvy.
- Preferably 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.

## Job Advertisement

- Masterful at costing, procurement and negotiation; possess strong sense and knowledge in prevailing market prices of construction works and building materials.
- 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 analytical thinker, 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.
- Excel working under pressure to meet tight deadlines.
- Dynamic candidates who are highly motivated team player with significant procurement and contracting experience.

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