



Senior Contracts Engineer

Job Type: Full Time (Mon – Fri), Permanent

Location: Aberdeen

Details / Duties:

- Drafting and negotiation of a large number of subcontracts taking into consideration risks and liabilities towards customers and partners
- Monitoring of subcontracting contracts including the implementation of monitoring tools and best practices
- Primary focal point for tenders and assist in the management and preparation of ITT packages
- Write and produce tender documents, proposals and presentation materials. Collate all information from internal stakeholders and ensure submissions are returned to clients within the given deadline.
- Focal point with the customer and subcontractors for contractual matters during the tender process
- Preparation of technical & commercial proposals for tenders
- Co-ordinate the proposals process across the Business and manage responses to client and tenderer
- Customer contract monitoring, monitoring of contractual milestones, contractual alerts if necessary
- Management of the contract file and updating of documentation (correspondence, minutes and reports, contract amendments, customer contacts, etc.)
- Identification of potential commercial leverage in order to improve the contract margin
- Ensuring proper communication of contracts obligations to various stakeholders
- Assistance and advice to the project's operational teams and management as required

Experience & Requirements:

- Prior experience in a Contracts Engineer role
- Excellent contract drafting skills
- Excellent communication skills
- Good IT skills
- Self motivated when working as part of team or on own initiative

Should you wish to apply for the above role, please send a copy of your CV to:

recruitmentuk@semcomaritime.com

Closing date: 26th August 2022

www.pbs-offshore.com

