



## JOB DESCRIPTION FORM

<b>Position:</b>	Subcontracts Administrator
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<b>Organizational Information:</b>	<b>Department:</b>	BM-SUBCONTRACTS
	<b>Project:</b>	North Macedonia Corridor 8 & 10d Motorway Project
	<b>Immediate Supervisor:</b>	Subcontracts Manager
	<b>Reporting Position(s):</b>	-

<b>Summary:</b>	Subcontracts Administrator (SA) oversees (sub)contract management, including coordination, administration. SA ensures compliance, maintain accurate records, and facilitate effective communication. A bachelor's degree and experience in contract administration are typically required. Strong communication, attention to detail, and analytical skills are essential for success in this role.
<b>Primary Responsibilities:</b>	<p>Implement the Division Responsibilities Matrix to record and assign various (sub)contract management tasks and Standard Work Process Procedures for (Sub)Contract Formation and Administration.</p> <p>Administer assigned (sub)contracts and conduct ongoing reviews to monitor progress, providing management with updates on projected financial or technical challenges.</p> <p>Coordinate with designated staff to address operational activities that impact contractual rights and obligations, (sub)contract performance, and administration of (sub)contracts.</p> <p>Negotiate and administer moderately complex contract changes in accordance with instructions from the Subcontracts Manager</p> <p>Develop and administer information programs to ensure a mutual understanding of (sub)contract terms and conditions.</p> <p>Prepare accurate and timely reports, maintain proper subcontract logs, and generate ad hoc reports as required for the project.</p> <p>Report directly to the Subcontracts Manager</p>

<b>Job Requirements:</b>	<b>Education Level:</b>	Bachelor of Science
	<b>Discipline:</b>	Civil Engineering
	<b>Foreign Language:</b>	English (Upper Intermediate)
	<b>Computer Skills:</b>	MS Office
	<b>Functional Competencies (Technical Knowledge and Skills):</b>	Experience on organizing and tracking of site works, good interpersonal communication.
	<b>Experience:</b>	2-5 Years
	<b>Work Conditions:</b>	Office
	<b>Other:</b>	