



JOB DESCRIPTION FORM

Position:	Subcontract Administrator
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Organizational Information:	Department:	BM-Subcontracts
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Subcontracts Manager
	Reporting Position(s):	None

Summary:	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.
Primary Responsibilities:	<ul style="list-style-type: none"> 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. Administer assigned (sub)contracts and conduct ongoing reviews to monitor progress, providing management with updates on projected financial or technical challenges. Coordinate with designated staff to address operational activities that impact contractual rights and obligations, (sub)contract performance, and administration of (sub)contracts. Negotiate and administer moderately complex contract changes in accordance with instructions from the Subcontracts Manager Develop and administer information programs to ensure a mutual understanding of (sub)contract terms and conditions. Prepare accurate and timely reports, maintain proper subcontract logs, and generate ad hoc reports as required for the project. Report directly to the Subcontracts Manager

Job Requirements:	Education Level:	Bachelor of Science or Relevant work experience
	Discipline:	Civil Engineering
	Foreign Language:	English (Upper Intermediate)
	Computer Skills:	MS Office
	Functional Competencies (<i>Technical Knowledge and Skills</i>):	Experience on organizing and tracking of site works, good interpersonal communication.
	Experience:	2-5 year
	Job Location:	Gostivar
	Other:	