

Join PTAS Aker Solutions

PTAS Aker Solutions is a joint venture between PTAS and Aker Solutions. The company is locally managed with the full support of Aker Solutions' international expertise, processes and technology. The company has a strong focus on safe execution, efficient work processes, maximizing the use of new digital technologies, continuous improvements, and ensuring development of employee competencies through training and upskilling of locals.

Contract Coordinator

Position Summary

- Obtain knowledge of the contract(s) with Client, Subcontractors and Vendors. Participate in Contracts reviews.
- Evaluate mechanisms of the Contract and propose strategies for optimizing income and minimizing risks and expenditures. Keep risks and opportunities register.
- Support negotiation of contractual matters such as interpretation of Contract, principles for estimation, procedures for invoicing and reporting with the Client.
- Ensure that the contract terms and conditions, ethical and administration requirements are known by the project organization, highlight essential features of the contract(s) for relevant personnel.
- Proactively follow up of project during execution and provide or ensure provision of advice in contractual matters.
- Seek and facilitate advice on contractual aspects of drafting external documents including minutes of meeting, correspondence, contract amendments and change order requests.
- Advise on handling of claims, change/variation orders and LDs, warranty issues to/from Subcontractors and Vendors.
- Preparation of general and special conditions of purchase orders.
- Assist in handling other contractual aspects of subcontracts, including issuance of certificates and insurance.
- Support to coordinate tracking of Client and Subcontractors KPIs.

Requirement & Experience

- Bruneian citizens and permanent residents will be given first consideration for employment.
- Bachelor Degree in a relevant discipline or an equivalent combination of education and work related experience.
- 4 – 6 years' experience within Contracts and Procurement or a similar environment / industry.