

Selas Fluid Processing Corporation Job Specification

Job Title:	Contract Administrator
Reports to: (Position):	Chief Administrative Officer / Manager Contracts
Last Updated:	November 2009

Position Summary

The Contract Administrator performs, advises and supports the Sales Department on legal and commercial issues. This involves risk management and negotiations with prospective clients, as well as support for project managers and procurement during the project execution phase. The Contract Administrator assists the organization's project managers with all commercial aspects during project execution. They also manage the preparation of invoices, commercial negotiation of change orders, claim management, insurance and tax issues, track bonds and guarantees, assists with project controlling and various other project reports.

Key Areas of Responsibility

- Assists with commercial project management for key projects within the organization.
- Drafts contracts for engineering/procurement/construction projects
- Participates as a member of the negotiating team, assuming responsibility for explaining positions and resolving matters of a business nature related to the proposed contract
- Collaborates with appropriate Procurement personnel on project subcontract matters
- Assists with risk management during project execution. Monitors risk and identifies new commercial risk.
- Manages and tracks cash-flow during project execution. Preparation of invoices to clients, especially when letters of credit are involved. Liaison with accounting.
- Assists with identifying potential claims and commercial negotiation with the client.
- Prices change orders and follows through to ensure that contractual coverage is implemented
- Manages and tracks bonds and guarantees issued by the organization, vendors and clients.
- Prepares project/facility acceptance documents and follows through to ensure acceptances are approved by the client
- Responsible for tax issues (sales tax, permanent establishments, withholding taxes) if applicable for project execution
- Monitors and administers the business provisions of assigned contracts to ensure that contract requirements are met
- Manages insurance compliance as contractually required
- Assists with project controlling and the creating of project cost reports. Liaison with controlling.
- Responsible to expedite, collect and commercial project documentation (contracts, change orders, important correspondence, acceptance certificates, etc)
- Creates, streamlines and documents all new processes to continuously improve Contract Administration (CBA's)
- Liaison with outside partners (esp. Linde Group companies) auditors and counsel/tax advisors as required.
- Performs other responsibilities associated with this position as may be appropriate

Required Skills
<ul style="list-style-type: none">• Able to multi-task, be self-motivated, acute attention to detail, strong sense of responsibility, ability to work well with and within various and changing teams
<ul style="list-style-type: none">• General understanding of contract law and risk management principles. Must have a working knowledge of reading and interpreting contract language.
<ul style="list-style-type: none">• Must be computer literate including Word, Excel, PowerPoint and Lotus Notes
<ul style="list-style-type: none">• Travel both domestic and international is required.
<ul style="list-style-type: none">• Strong written and verbal communication skills

Education/Experience
<ul style="list-style-type: none">• Commercial Law Degree with experience in International Contract Law.
<ul style="list-style-type: none">• Minimum of 5 years of professional experience in contract administration or project controlling within a related industry preferred (construction, energy, oil&gas, engineering).
<ul style="list-style-type: none">• International/intercultural experience preferred