

CONTRACT ADMINISTRATOR

Role & Responsibilities Outline:

The Contract Administrator's is dedicated to ensuring that the project related contract commercial requirements and legal obligations, as defined in requests for quotations (RFQs), signed contracts and completed contracts for design or technical services are understood, implemented, complied with and followed-up by Company.

The Contract Administrator is involved in all four stages of contract management, covering:

- A. Pre-contract,
- B. Contract Execution,
- C. Post-contract,
- D. Maintaining the Contract Department systems

Requirements:

- Bachelor's Degree in Commercial Law or Economic Sciences or International Economic Relations;
- 5-year experience in international contracting, specifically including commercial terms and conditions;
- Proficient understanding of commercial law;
- Fluency in English, at least C1 to C2 level, both in speaking and writing;
- Detail oriented;
- Understanding of project management philosophy;
- Quality focus; proactivity in continuous improvement of Company Contract standard documentation;
- Effective customer-approach skills including tact and diplomacy when dealing with difficult situations
- Good Internet research skills and the ability to synthesize relevant information on International Law and Case law.

Your extra-benefits:

- **Flex-time possibility** - We care about your personal schedule, therefore we try to offer you flexible working hours, according to personal and business needs. Please discuss with your Department Manager,
- **Home office** - We want you to work however fits you best. We offer the standard possibility to work from home up to 30 days per 6 months,
- **Medical subscription** - We know how important health is, so you get a medical subscription through the Signal Iduna network (Mediqa Net), paid by the company,
- **Semi-annual bonuses** – We price your contribution to our company’s profit and we share it with our permanent staff,
- **Referral bonuses** - We build our teams on trust, so we encourage you to refer new candidates to us through our program: “Recommend ICE”. For certain positions we will honor you with an attractive bonus,
- **Life events celebration** - Your family is growing while working at ICE! We congratulate your new-born with a salary bonus,
- **Professional development** - Great opportunities to develop yourself within the company,
- **Unforeseen situations** - In case of unfortunate events, we support you by offering you free days and financial support (handled on a case-by-case basis).

Applications on:

[Open Positions - ICE - Ship Design & Engineering Marine Industry \(icedesign.info\)](https://icedesign.info)