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Support and manage all activities related to the internal administration of the contracts.

Monitoring of contractual correspondence including preparation of letters and contractual notices in accordance with requirements of the prime contract

Manage and maintain effective and accurate records of all project contractual and commercial documentation; Apply Also: Collections Researcher Jobs In Abu Dhabi | Department of CultureRequirementMaintain and oversee contract database.

Collaborate with the legal team.

Participation in financial/contractual audits.

Undertakes ad-hoc contractual and commercial assignments and initiatives.

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