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Responsibilities

Assist project teams in the execution of the contracts as per the company policy and applicable regulations.

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;

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Requirement

Maintain and oversee contract database.

Collaborate with the legal team.

Participation in financial/contractual audits.

Undertakes ad-hoc contractual and commercial assignments and initiatives.

Other task as directed by the District Contracts Manager

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