

United Arab Emirates Jobs Expertini®

Legal Contract Manager

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Company: Investinabudhabi

Location: , , United Arab Emirates

Category: legal

Job Summary:To ensure consistent management, within the frame of all projects of all tenders to be issued and contracts in United Arab Emirates. The assignment must be consistent with ADIO's standard terms of contract management, with the support of the project directors and legal department.**Key Responsibilities:**Draft, review subcontracts and letters, in collaboration with the Projects Directors and support of ADIO Legal department. Ensure that contracts and subcontracts, tenders issued, and proposals received are properly entered into ADIO databases and securely maintained. Assure accuracy and appropriateness of contract text and attachments. Oversight of the contract management process and document management. Development of specific standards for issuing tenders to contractors and subcontractors. Communicate and present information to stakeholders about all contract-related matters. Interacting with contractors, suppliers, investors, and clients, as necessary. Work collaboratively and in partnership with ADIO legal department. To support in registration and incorporation of new legal entity. To ensure timely update of licenses and related Government requirements of all the contracts in scope (current and upcoming ones). To ensure update of ADIO documents. CR, authorized signatories etc. **Qualifications**
Experience and/or qualification Hold bachelor's degree from recognized university. Master's degree is an advantage. Minimum 5 years relevant experience Prior work experience in a contract management. Experience covers establishment of the General & Vendor Contracts, responses of the claims and evaluation of variation orders. **Technical knowledge & skills** Must have excellent customer relations skills and must be a dynamic and proactive professional. Ability to systematically analyze complex problems, draw relevant conclusions and

implement appropriate solutions. Strong verbal and written skills, and ability to convey complex information in a way that others can readily follow. IT: Good knowledge of Microsoft Office. Language: Excellent English communications skills (written and oral), Arabic is an advantage. Relevant sectors experience is must in order to secure contractual clauses and engineering specifications personal attributes. Multicultural communication skills and team integrity, strong work ethic built on teamwork. Ability to think strategically and proactively. Extensive ongoing coordination and/or team problem solving between departments. Participates in project teams.

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