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The Senior Subcontracts Specialist will administer activities associated with contracts for services, purchase of equipment, materials, or products for a project. Participates in and/or conducts proposal preparation, contract negotiation, contract administration and customer contact activities.

Responsibilities:Administer Subcontract functions for a project

Participate in or lead subcontract management strategy development and implementation

Provide guidance on subcontract management matters to site leadership and home office personnel

Prepare and present internal and external subcontract management presentations

Manage / explain contracting policies and procedures to requestors on respective projects

Review standard subcontracts to ensure compliance with contracting policy prior to execution

Direct development of subcontracts and processes

Ensure proper handling of subcontracts, support documentation, and related files

Participate in internal self-audits of the subcontracting process

Development of procedures as required

Prepare subcontracting activity reports

Maintain direct liaison with filed Subcontract Coordinators to ensure proper administration

Preparation of Project specific flow-downs from the project's prime

contractRequirements:Minimum 12 years Subcontracts experience

Minimum 6 years Subcontracts experience in O&G industry

Must have Field experience

Strong knowledge of subcontract policies and processes.

Proven ability to develop, negotiate and administer complex subcontracts and related policies

Demonstrated effectiveness in prioritizing multiple tasks, monitoring progress, and managing efforts to meet deadlines.#J-18808-Ljbfrr

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