The profile you are invited for is expected to do the following:

1. Create Standard Contract Conditions
2. Extension of vendor database and Vendor Feedback
3. Well versed with BOQ, specifications.
4. Preparation of CAD
5. Contract Administration
6. Claim management
7. Overview of Contractor billing & rate analysis
8. Well versed with Procurement
9. Standardization/streamlining and creation of Processes
10. Create Contracting strategy