



# JOB DESCRIPTION

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**POSITION:** Legal & Contract Manager

**INCUMBENT::**

**DEPARTMENT:**

**RESPONSIBILITIES:**

1. Responsible for pre contract review and negotiation (including contract proposal, quotation and tender preparation and review) and post contracts management.
2. Draft, review and propose contractual terms to ensure risk management and monitor risk aspects during contract duration.
3. Evaluate and interpret contract conditions and obligations and render advice on legal risks, potential liabilities and risk mitigation strategies.
4. Coordinate the overall process, control and administration of all contracts & tenders.
5. To implement and monitor effective commercial control through the life cycle of each project.
6. Work with project team to ensure compliance with contractual obligation.
7. Monitor and ensure proper documentation of project issues to minimise contractual liability exposures.
8. Liaise with external legal counsel (s) including commercial related litigation to ensure timely and proper handling of such cases.
9. Other related tasks as instructed by the superior.

**EXPERIENCE / SKILLS REQUIRED:**

1. Minimum 5 years of relevant experience in a corporate project environment and/or contract administration
2. Minimum degree in Law background and understand on engineering and projects environment is strongly preferred.
3. Sound understanding of corporate law, commercial contracts and project related work.
4. Good drafting skills.
5. Excellent analytical, oral and written communication skills.
6. Risk management and problem solving skills.
7. Ability to work in a team environment and good inter-personal skill