

Department: Commercial
Position: Contractor Administrator
Location: Hong Kong
Report to: General Manager

The role is to manage and administer contracts on behalf of the Company, including putting in place the necessary notices, claims and payment demands to best protect the Company's interests on multiple projects. The correct candidate will possess the following characteristics and skillset

Skillset:

- Proactive approach to contract administration including resolving contract conflicts and disputes
- Clear understanding of contracts used in the construction industry in Hong Kong and PRC
- High level of accountability and responsibility
- Review, analyse, revise, negotiate and administer contracts
- Proven management, leadership and negotiation skills
- Excellent reading and language comprehension in English
- Excellent oral and written communication skills
- Attention to detail and ability to spot errors and inconsistencies
- Ability to work with a team

Requirements:

- 10 years' previous experience in contract administration and quantity surveying
- 7 years' minimum experience in Hong Kong and/or PRC
- Degree in Quantity Surveyor/Building Studies/Construction Management Engineering/Legal related disciplines. Chartership is an advantage.
- Curtain Wall and Roofing experience will be an advantage