

SUBJECT: Communication - Announcement

CONTRACT MANAGER (M/F)

Our **EPC Business Line** is looking for a **Contract Manager**, which will have the following responsibilities:

- **EPC and Subcontracts Negotiation:**
 - Support for reviewing the EPC Contract for PV Solar Plant (English and Portuguese Law);
 - Negotiation of the subcontract with the sub-suppliers;
 - Improve internal contract templates with Return of Experience;
 - Prepare the summary of the contract;
 - Support during contract negotiation.

- **Project Execution Follow-Up:**
 - Contractual correspondence during project execution;
 - Risk management;
 - Addendum/ change orders management;
 - Management of the project contractual documentation;
 - Claims.

- **Tools and Methods:**
 - Implementation and follow-up of the contractual procedures on the project management field;
 - Implementation and follow-up of KPI to monitor project contractual performances;
 - Information to the project team about the main risks;
 - Follow-up of the proper implementation of the internal rules and of the different applicable laws.

BUSINESS LINE
EPC

DEPARTMENT
Contract Management

JOB TITLE
Contract Manager

LOCATION
Porto, Portugal

STARTING DATE
February 2021

QUALIFICATIONS:

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The ideal candidate will have/ be:

- Licentiate degree in Law;
- Legal and/ or contract management training in the area of implementation of international industrial projects;
- At least 5 years of experience as a Contract Manager;
- Good knowledge of the energy sector;
- Knowledge of principles of construction contracts and conducting industrial projects;
- Financial knowledge (P&L of a contract, income statement, billing and payment);
- English proficiency.

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Key Skills:

- Negotiation and conflict resolution;
- Good communication skills;
- Resilient under stressful conditions and adverse environment;
- Team player;
- Creative problem solving for critical projects/ on site crisis situations;
- Autonomy;
- Assertiveness.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltage.com, with the subject "49.2020 - Contract Manager".