

## Contracts Manager

**Position:** Contracts Manager

**Location:** - NCR and Mumbai, India

### Responsibilities:

- Deep Knowledge of contractual terms
- Recommend how to ensure claims even when we have a difficult client (government organizations)
- Recommended Education background: Engineering + Contracts specialization
- Reporting to Project Management Head (VP)
- Advise at contracts signing stage and throughout lifecycle of project

### The expectations from the Candidate:

- Male or Female
- Should be well versed with contracts handling including civil, mechanical, structural, equipment, electrical, erection testing and commissioning
- The candidate should be an engineer with minimum **10 years** of experience, preferably in EPC/PSU/Contracting Company.
- Should be a person who can guide the PMs proactively on potential claims and support/guide them in claim preparation in a contractual way and ensure that documentation is perfect for such claims.
- Should have knowledge about various terms of contracts and their impact on our bottom-line and thus should participate in pre-bid discussions and identify such clauses and neutralize them suitably.
- Should be able to assess various risks and mitigation steps in contracts execution-right from sale stage to handing over stage.
- Should take responsibility to ensure that all genuine claims are settled by customer (that means not like an advisor)
- Knowledge on arbitration and practical exposure to arbitration cases is mandatory.

**Salary:** At par with industry + other benefits as per company policy, however, salary is not constraint for eligible candidate

Note: Aspirants having master degree in Construction Management or having legal knowledge in construction dispute shall be preferred.

Please email your detailed CV mentioning position name in the subject line at [hr@clairesolutions.com](mailto:hr@clairesolutions.com)