



JOB DESCRIPTION FORM

Position:	Prime Contract Administration Supervisor
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Organizational Information:	Department:	Prime Contract
	Project:	North Macedonia Corridor 8 & 10d Motorway Project
	Immediate Supervisor:	Prime Contract Manager
	Reporting Position(s):	None

Summary:	<p>This role is responsible for supporting the Prime Contract Manager to ensure Project execution is administered in line with the Prime Contract and local laws and regulations.</p> <p>On a day-to-day basis this role will also focus on coordination between all relevant parties to monitor, progress and follow actions through to completion in relation to the Project's third-party claims, most notably coordinating communications and actions between relevant on-project departments, insurance brokers, loss adjusters and internal / external legal counsel as required.</p>
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Primary Responsibilities:	<ul style="list-style-type: none"> To review and understand practical applicability of the Prime Contract terms and conditions. Assist with drafting and reviewing formal Project correspondence. Support all Prime Contract deliverables including reporting, ensuring compliance with Project processes and procedures, review of applicable local laws and regulations etc. Effectively manage interactions and communications with internal and external stakeholders. Coordinate and monitor actions in relation to the Project's third-party claims. An understanding of local regulations related to third-party claims and the construction industry would be useful (but not a pre-requisite) for the role. Ability to manage a high volume of work, effectively prioritise actions, consistently meet deadlines whilst concurrently managing multiple time sensitive deliverables. Ability to work in a fast-paced changing environment. Excellent written and verbal communication skills are a must. Strong analytical and research skills. Ability to work independently and as part of a team.
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Job Requirements:	Education Level:	Bachelor's Degree
	Discipline:	Law
	Foreign Language:	English (Advanced)
	Computer Skills:	Proficiency with MS Office
	Functional Competencies (<i>Technical Knowledge and Skills</i>):	Driver License B (preferred)
	Experience:	Minimum 2 years of experience in relevant position.
	Job Location:	Gostivar
	Other:	