



## JOB DESCRIPTION FORM

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

<b>Summary:</b>	The Contract Administration Supervisor is responsible for researching local regulations and case law, preparing and reviewing legal documents, providing legal opinions in the event of lawsuits/legal proceedings initiated against the project or claims made against the project, participating in the monitoring of legal processes, supporting the project in communication with external legal counsel and the corporate legal team, monitoring legal changes, ensuring the compliance of official correspondence with the main contract, and overseeing the follow-up of processes with various departments.
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<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>Assisting with the drafting, reviewing legal documents</li> <li>Strong understanding of local regulations related to the construction industry</li> <li>Handling legal disputes and managing litigation processes</li> <li>A results-oriented focus is essential, as is the ability to work in a fast-paced changing environment and effectively manage multiple time sensitive deliverables and priorities simultaneously</li> <li>Excellent negotiation and communication skills</li> <li>Strong analytical and research skills</li> <li>Ability to work independently and as part of a team</li> </ul>
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<b>Job Requirements:</b>	<b>Education Level:</b>	Bachelor's Degree
	<b>Discipline:</b>	Law
	<b>Foreign Language:</b>	English (Advanced), Turkish (Preferably)
	<b>Computer Skills:</b>	Proficiency with MS Office
	<b>Functional Competencies (Technical Knowledge and Skills):</b>	Membership of bar association is a must. Driver License B
	<b>Experience:</b>	Minimum 2 years of experience in relevant position.
	<b>Job Location:</b>	Gostivar
	<b>Other:</b>	