

Contract Advisor (Saudi Arabia)

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Company: Eram Talent

Location: İstanbul

Category: other-general

Eram Talent, a top talent acquisition consultancy in the oil and energy industry, is seeking a skilled Contract Advisor to join our team. As a Contract Advisor, you will be responsible for overseeing the development, negotiation, and implementation of contract agreements. This is a position based in Saudi Arabia.

If selected, the work location would be **Saudi Arabia**.

Responsibilities

Oversee the development, negotiation, and administration of contracts with clients, vendors, and other third parties

Ensure the contracts comply with legal requirements, client specifications, and company policies and procedures

Execute contracts in a timely and efficient manner, meeting deadlines and maintaining accurate records

Monitor contract performance and enforce compliance by all parties involved

Collaborate with stakeholders to identify areas for improvement in contracting processes, policies, and procedures

Provide guidance and mentoring to other team members in the contract negotiation and administration process

Prepare reports and presentations to communicate the status of contract negotiations and administration to executive leadership

Requirements

Bachelor's degree in business, law, or related field

8+ years of experience in contract negotiation and administration, preferably in the oil and energy industry

Knowledge of contract law and legal principles, as well as industry-specific regulations and statutes

Excellent communication and interpersonal skills, with the ability to build relationships with stakeholders at all levels

Superior organizational and time management skills, with the ability to prioritize multiple tasks and projects

Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint

Ability to work independently and as a team member, with a strong work ethic and dedication to excellence

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