

SUBJECT: Communication - Announcement**CONTRACT MANAGER (M/F)**

Our Contract Management & Procurement Department within the Operations and Services Division is looking for a **Contract Manager** to be involved on a portfolio of projects across all energies and geographies in both EPC and O&M Business Lines for which he/ she will support the project team on contractual and legal aspects. He/ she will have the following responsibilities:

- **Negotiation of EPC and O&M Contracts:**
 - Draft contracts and amendments, bring continuous improvement to the contract templates;
 - Support contract negotiations;
 - Identify and optimize the contract's commercial leverage;
 - Prepare the contract summary to be presented to management.
- **Supplier Contracts:**
 - Analyse and negotiate supplier contracts;
 - Improve and optimize existing subcontract templates and general purchasing terms;
 - Support Procurement and Construction negotiating orders;
- **Project Execution Follow-up:**
 - Analyse and measure the risk versus the opportunities;
 - Manage and supervise changes, variations and claims in both EPC and O&M Contracts and subcontracts;
 - Manage the project's contract documentation and communications;

DEPARTMENT
Contract Management &
Procurement**JOB TITLE**
Contract Manager**LOCATION**
Porto, Portugal**STARTING DATE**
ASAP

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- Set up and monitor contractual management processes for ongoing projects;
- Set up and track the project performance indicators;
- Inform the team on main contract risks;
- Raise contract and commercial awareness;
- Ensure compliance with all applicable laws, Voltalia's Code of Conduct and other internal rules and procedures.

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ASAP**QUALIFICATIONS:**

The ideal candidate will have/ be:

- Master's degree or Degree in Law or Engineering;
- At least 5 years of professional experience as Contract Manager (construction contracts, equipment purchases or engineering contracts);
- Additional legal and/ or contract management training on international construction/ industrial projects is very much appreciated;
- Knowledge and experience in renewable energies and energy sector and its regulation is a strong plus;
- Excellent writing skills and knowledge in drafting legal documents;
- Good understanding of corporate taxation and ability to measure the impact of taxes on the contract's P&L;
- Good understanding of a project's lifecycles (methods, processes, project management practices);
- English language domain;
- French (valued);
- Availability for national and international travels.

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Key Skills:

- Analysis and interpretation ability;
- Negotiation and conflict resolution;
- Ability to synthesize and prioritize;
- Good teamwork skills;
- Autonomy;
- Resilient under stressful conditions and adverse environment;
- Creative problem solving for critical projects /on site crisis situations.

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If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltalia.com, with the subject "45.2021 – Contract Manager".