



**POSITION: SUBCONTRACTOR CONTRACTS SPECIALIST**

**DEPARTMENT/SECTION: CONSTRUCTION DEPARTMENT**

*Place of work: Płock, Poland*

**KTI POLAND S.A.** is an international EPC company offering services in the field of design, delivery and construction of installations in the oil and gas, petrochemical, chemical and power industries.

*We are looking for a **SUBCONTRACTOR CONTRACTS SPECIALIST** with English language skills for our office in Płock, Poland.*

**JOB DESCRIPTION:**

The duties of the **Subcontractor Contracts Specialist** will include, in particular, the following:

- Closing of Contracts with Subcontractors in terms of final protocols and updating of scopes
- Verification of the handover of as-built documentation, no default statements of and other contractual documents required to close the Contracts
- Keeping relevant records (e.g. contracts and orders)
- Correspondence with Subcontractors / the Ordering Party
- Updating statements, lists, and accounting statements
- Printing, scanning, obtaining signatures and archiving the above documents

**REQUIREMENTS:**

- A degree in technology/legal/economic studies
- Very good computer skills (MS Office)
- Communication skills in English
- Experience in a similar position in a design-engineering or contracting company
- Attention to detail, reliability
- Very good organisation of own work, ability to prioritise tasks
- Multi-tasking, ability to work under time pressure

**WE OFFER:**

- A contract of employment in an engineering company with an established position in the market
- Good working atmosphere
- Participation in interesting, multi-discipline projects implemented at home and abroad for reputable clients in Oil & Gas, chemical and energy sectors
- Cooperation with high-class specialists from Poland and abroad



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- Attractive benefits package: private medical care LUX MED, accident insurance, MultiSport card, social fund