



## **Contracts Administration Executive**

The Contracts Administration Executive will be in charge of all aspects of contract administration for the Legal and Customer Business teams.

### **Responsibilities**

- Create and maintain a contract management system to identify and track contractual obligations from inception to resolution
- Participate in daily contract administration (e.g. prepares reports for stakeholders; maintaining files in the contract management system)
- Work closely with internal stakeholders on the approval processes and obtain supporting documents. Arrange for signatures in accordance to the organisation's policies and guidelines
- Constantly update and improve the contract management system to meet changing demands of stakeholders
- Provide administrative support to Legal and Customers Business teams (e.g. data entry and corporate secretarial matters)

### **Requirement**

- Diploma, preferably in Law or Engineering with not more than 2 years of contracts management/ business administrative experience
- Degree graduates without experience will be considered
- Task & deadline focused
- Good MS Office skills with particular focus in Excel
- Good verbal & written English language skills

(Only short-listed candidates will be notified)