

Job Description for Lead Specialist, Contracts II - Capital & Design

Overview

The Lead Specialist, Contracts II - Capital & Design, is a critical role within our Capital Projects and Design team. This position requires a seasoned contracts expert who can manage complex contracts and negotiations, ensuring that all capital and design projects meet the highest standards of compliance, budget, and quality. The ideal candidate will have extensive experience in contract management, a deep understanding of design and construction processes, and exceptional leadership skills.

Key Responsibilities

Contract Management

- Develop, review, and manage contracts related to capital and design projects, ensuring compliance with company policies and legal requirements.
- Negotiate contract terms with vendors, suppliers, and contractors to secure the best possible outcomes for the company.
- Monitor contract performance and ensure all parties adhere to agreed terms.
- Resolve any disputes or issues that arise during the execution of contracts.

Project Oversight

- Coordinate with project managers, design teams, and other stakeholders to ensure contracts align with project goals and timelines.
- Oversee the budget and financial management of contracts, ensuring cost-effectiveness and fiscal responsibility.
- Ensure that all projects comply with regulatory requirements and industry standards.
- Conduct regular audits and assessments of project progress and contract performance.

Leadership and Collaboration

- Lead a team of contract specialists, providing guidance, training, and support to ensure high performance and professional growth.
- Collaborate with cross-functional teams, including legal, finance, and procurement, to streamline contract processes and improve efficiency.
- Foster strong relationships with external partners, including contractors, suppliers, and regulatory bodies.
- Promote a culture of integrity, transparency, and continuous improvement within the contracts team.

Qualifications

Education and Experience

- Bachelor's degree in Business Administration, Law, Engineering, or a related field. A Master's degree or relevant professional certification is preferred.
- At least 8 years of experience in contract management, with a focus on capital projects and design.
- Proven track record of successful contract negotiation and management in the construction or design industry.
- Experience leading and developing high-performing teams.

Skills and Competencies

- Strong understanding of contract law, procurement processes, and industry regulations.
- Exceptional negotiation and communication skills, with the ability to influence and persuade stakeholders.
- Excellent analytical and problem-solving abilities, with a keen attention to detail.
- Proficiency in contract management software and other relevant tools.
- Ability to work under pressure and manage multiple priorities in a fast-paced environment.