Downloaded from <https://www.velvetjobs.com/job-descriptions/contracts-engineer>

# Example of Contracts Engineer Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of contracts engineer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for contracts engineer

* Ensure that all site paperwork is presented is comprehensive, neat and tidy
* Manage the close out of any non-conformities that may arise
* Have experience in piling, design and ground engineering operations
* Possess a recognised qualification, or be working towards a profession qualification (MICE or MIStructE) and hold a valid CSCS card
* Be able to develop and coach teams, and be able to address HR issues promptly and robustly
* Be both focussed and thorough and have the gravitas and professional credibility to advise senior management when something needs immediate redress together with the tenacity and drive to ensure that the necessary action is taken
* Have a good working knowledge of contrats
* Finalization of tender documentation including preparation of pricing mechanism and release for tender
* Guide Sponsoring Department on the review of the content of tender bulletin, tender clarifications
* Participate during evaluation of tenders, commercial negotiation with tenderers

## Qualifications for contracts engineer

* Degree or Diploma in Mechanical Engineering or related discipline
* Holds a professional scientific qualification B.Sc
* Prepare award plan submissions and letter of awards
* Maintain strict confidentiality and ethics on all contractual matters
* Prepare draft contract documents by incorporating the effect of all tender bulletins, negotiations, clarifications and qualifications accepted by Corporation
* Review work /service scopes of tenders & change requests and liaise with Sponsoring Department for improvements and changes