



KTI Poland S.A.

POSITION: CONTRACTS SPECIALIST

DEPARTMENT/ SECTION: LEGAL DEPARTMENT

Place of work: Płock, Poland

KTI POLAND S.A. is a well-established 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 Contracts Specialist with a good knowledge of English language for our office in Płock, Poland.

JOB DESCRIPTION:

- Preparation of agreements for vendors and subcontractors and participation in preparation of contracts (including EPC contracts),
- Participation in negotiations,
- Analysis of contracts' stipulations, solving inaccuracies, settling interpretational differences,
- Preparation of contract annexes (in cooperation with technical and procurement departments),
- Assessment of vendors' and subcontractors' claims in reference to the Agreement contents
- Registration and archiving of the agreements, as well as internal and external correspondence, preparation of reports, correspondence with subcontractors and vendors in order to assure the project is on the right course,
- Cooperation with the operations, accounting and procurement departments in terms of contract management,
- Preparation of other documents concerning the contracting process and performing other duties assigned by the manager,
- Participation in preparations of commercial offers,
- Maintaining and managing contacts with the clients.

REQUIREMENTS:

- A degree in law studies,
- Good knowledge of the Civil Law,
- Experience in contract preparation – at least 2 years,
- Very good knowledge of the English language both in speech and writing (including English legalese) – **precondition**,
- High computer skills and good knowledge of the MS Office environment,
- High communication skills and competence in negotiations with contractors.

REQUIRED PERSONAL ATTRIBUTES:

- Preciseness and self-reliance,
- High level of work ethics and positive attitude.

WE OFFER:

- A contract of employment in an engineering company with an established position in the market,
- Cooperation with high-class specialists and opportunity for up-skill and professional development,
- Good working atmosphere,

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<http://www.ktip.pl>

KTI Poland S.A. - Płock, ul. Zglenickiego 42 - tel. + 48 24 367 61 02

- Participation in interesting, multi-discipline projects implemented at home and abroad for reputable clients in Oil & Gas, chemical and energy sectors,
- Attractive benefits package: private medical care LUX MED, accident insurance, MultiSport card, holiday co-financing, holiday souvenirs for children

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