

**POSITION: SENIOR CONTRACTS SPECIALIST/LAWYER**

**DEPARTMENT/ SECTION: LEGAL DEPARTMENT**

*Place of work: Płock, Polska*

**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, and chemical industries.**

*We are looking for a **Senior Contracts Specialist/Lawyer** with a very good knowledge of English language for our office in Płock, Poland.*

**JOB DESCRIPTION:**

**The duties of the Senior Contracts Specialist/Lawyer will include, in particular, the following:**

- Drafting and participation in preparation of agreements and contracts for vendors, subcontractors and service providers (including EPC contracts)
- Close cooperation with Procurement Department and Project Management
- Participation in negotiations
- Analysis of contracts' stipulations, solving inaccuracies, settling interpretational differences
- Preparation of contract annexes (in cooperation with relevant departments)
- Consulting on the company's day-to-day operations

**REQUIREMENTS:**

- Work experience in a similar position
- Very good knowledge of the English language both in speech and writing
- A degree in law studies
- High computer skills and good knowledge of the MS Office environment

**Personal Attributes:**

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

**WE OFFER:**

- A contract of employment in a company with an established position in the market
- Good working atmosphere and team support
- Cooperation with high-class specialists and professionals
- Attractive benefits package: private medical care LUX MED, social fund, accident insurance, MultiSport card