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## **Contracts Manager**

### **1. CORE PURPOSE OF THE JOB:**

**Directs and manages the preparation and administration of contracts required by the Leasing De**

### **2. AREAS OF RESPONSIBILITY:**

**- Contracts development**

**- Contracts preparation and administration**

**- Contracts negotiations**

**- Staff supervision**

### **3. CORE FUNCTIONAL ACTIVITIES:**

- 1. Directs and manages contracts for the leasing department; develops goals, objectives, policies**
- 2. Responsible for the monitoring of all contracts, implements and maintains contracting policies**
- 3. Directs the negotiation of contracts and amendments, and approves or secures authorized app**
- 4. Researches, analyzes, reports, interprets and explains KSA legislation and contracting statute**
- 5. Receives and reviews requisitions and contracts from departments for service; assists depart**
- 6. Ensures service provider is in compliance with legal requirements related to insurance require**
- 7. Analyzes contract performance using historical data and performance benchmarks.**
- 8. Advises and guides management to resolve problems and recommends solutions that affect t**

**9. Provides leadership and direction to subordinate staff.**

**10. Performs other duties as assigned.**

**4. COMPETENCIES:**

**- Communication skills**

**- Negotiation skills**

**- Contract Writing skills**

**- Legal & Commercial**

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**If you are interested please send your cv to**

**[Edu@Targetjo.com](mailto:Edu@Targetjo.com)**

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المشرف على التعاقدات في شركة استثمار رائدة في المملكة العربية السعودية -

المشرف على التعاقدات في شركة استثمار رائدة في المملكة العربية السعودية

المشرف على التعاقدات في شركة استثمار رائدة في المملكة العربية السعودية  
(المشرف على التعاقدات في شركة استثمار رائدة في المملكة العربية السعودية)

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المشرف على التعاقدات في شركة استثمار رائدة في المملكة العربية السعودية  
المشرف على التعاقدات