



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

# Senior Subcontract Administrator (Engineering)

**Department:** Technical Management

## **Responsibilities :**

- Collect and complete pre-qualification process for Subcontractors.
- Collect, prepare and issue RFQ to Subcontractors.
- Clarify and review the technical clarification and deviation during bidding stage.
- Compare, evaluate, and negotiate to Subcontractors for finalized pricing of Subcontracts.
- Furnish the Subcontracts and issue to Subcontractor.
- Check and evaluate the proposal of changes to Subcontracts.
- Submit the close out report of Subcontracts.
- Collaborate with the team to review and advise the improvement of subcontract process.

## **Qualifications:**

- Bachelor's degree Business Civil Engineering .
- Minimum 5 years of experiences in related job function.
- Good skills in the English language, listening, speaking and writing.
- Good Skills in MS Office (Excel, Word, Power Point) Experience with SPM program is advantage.
- Knowledge of Contracting and Subcontracting principle.
- Knowledge of relevant Laws, Taxes.
- Knowledge of Supply Chain.
- Knowledge of Financial.

## **Contact US:**



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