



SI Contracts Manager

POSITION DESCRIPTION

Position Title	: Contracts Manager
Department	: Systems Integration
Reporting To	: Head of Systems Integration
Subordinates	: N/A
Date Prepared	: December 2022
Contract Period	: As per employment contract

HOURS OF WORK

Normal office hours are 9.00 am to 6.00 pm, Monday to Friday. However, you will be expected to work such hours as may be necessary to enable the proper performance and discharge of your duties to the Company. It is expected that your role will require out-of-hours work during weekends and evenings and this will be compensated with Time Off in Lieu or remuneration dependent on the line manager's approval.

BACKGROUND

CTME LLC is a full-service technical event company that is renowned for and are specialists in LED screen and Projection systems. CTME has been heavily investing to increase its product range to deliver a wide range of activities and projects across the Middle East region. The core business is Live Events; however, the company has several revenue streams which means it also delivers System Integration Projects, provides Venue services, Communications, Full-service Delivery, Virtual reality projects and undertakes Sporting Event screen management. The company has grown substantially and is constantly diversifying into other areas of business. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

JOB PURPOSE

The Contracts Manager is the person who is responsible for preparing, negotiating and recording business contracts on behalf of their employer. Their duties include reading and assessing all contracts, researching a contract's terms, alerting parties to contract risks, omissions, and exclusions. The role will be responsible for tracking contract renewals and/or extensions, plus recording all communications in relation to contract statuses. Providing team support, promoting a good working environment, and proactively building strong lasting relationships within the SI department, and the business as a whole. This is essential for the successful delivery of both the team and company goals.

KEY RESPONSIBILITIES

Duties will include:

- Draft, evaluate, negotiate, and execute a wide variety of different contracts covering a range of services and transactions
- Monitor and maintain contracts and move forward with close-out, extension, or renewal according to agreed objectives
- Resolve any contract-related problems that may arise with other parties and advise team members on contract risks or issues
- Maintain up to date, detailed and accurate records of documentation and correspondence in relation to contracts in negotiation and in progress
- Communicate and present information to stakeholders about all SI contract-related matters
- Serve as the singular point of contact for the business in matters concerning contracts
- Communicate and/or present information to internal or external stakeholders about all contract-related matters
- Other responsibilities as assigned and/or required



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CONTRACTS MANAGER REQUIREMENTS

- Assist the SI division to ensure that all contracts are executed promptly, efficiently and correctly
- Know and work to contract compliance best practices
- Must promote the company culture and mission to all employees, vendors, clients, and business partners
- Must possess proven problem-solving skills, critical thinking skills, and the ability to effectively read, write, and present contract status clearly
- Must be able to travel within the territory and/or region as required
- Must be able to manage multiple contracts and present a high level of organization

SKILLS AND EXPERIENCE

- Bachelor's degree in business or a related field is required
- Team Player
- Minimum 3 years' experience managing a portfolio of complex contracts within the AV of construction industries within the GCC
- Understanding of current legislation, policy and guidance on commissioning and contracts in the GCC
- Experience working with a broad range of internal and external stakeholders, including vendors and suppliers
- Ability to plan and prioritise workloads
- Ability to multi-task and work under pressure to strict deadlines
- Strong communication and negotiation skills
- Meticulous attention to detail
- Ability to work logically and systematically
- Pro-active and self-motivated; ability to use initiative and escalate issues when appropriate
- General computer literacy: good working knowledge of Microsoft Office skills, Word, PowerPoint, and Excel, including the ability to use formulas

The description is not intended to be an exhaustive list of all duties, responsibilities, skills or working conditions associated with this position. This job description is intended to be an indication of the scope of the role. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

The Position Description detailed above has been read by me and I fully understand and accept the position as described therein.

Employee

Date

Line Manager

Date