

## CONTRACT MANAGER

Design International is a vibrant architectural and design company, operating in various sectors across the globe and in perpetual evolution. We are looking for an energetic, quality-driven Contract Manager to embrace an operational role and support the Company's growth.

This is an exciting opportunity with a team leading role and high potential for growth, which will entail:

- Business Development and Contract Management coordination across the Group's offices (presently London, Milan, Shanghai and Dubai)
- Pre-contract Management: Bids and Tender preparation and coordination; Consultants and Partners sourcing; contract preparation and negotiation (including fee calculation, service agreements, NDAs, etc.); keeping the potential work pipeline up to date
- Post-Contract Management: Monitoring contract progress, billing and performance in coordination with the Partner in charge, Project Leaders and Business support teams; variations and contractual issues negotiation and management; support the design teams; amicable dispute resolution
- Handling resource allocation across the projects to ensure delivery on quality, time and budget
- Active involvement in the company's management alongside other managers: operation processes, risk evaluations, non-project related contracts, legal management, etc.
- Implement company's tools and processes and maintain dashboard up to date; propose new processes/improvements

The ideal candidate will demonstrate and be eager to develop several qualities:

- Curiosity and a hands-on approach to the projects and various opportunities and challenges
- Business acumen, results-driven and proactive attitude towards clients, consultants, and internal teams to propose solutions and resolve day-to-day issues in a firm and amicable way
- An understanding of design/construction processes and associate risks and opportunities to support efficient project delivery
- Excellent communication at all levels of the business, from junior members to executive level, and the capacity to represent the company and establish strong relationships with clients and consultants
- Manage the work to quality and time and take an active role at company level

Mandatory requirements:

- 8+ years of experience in the design or construction industry in a similar role – Legal, Financial, Project Management or Architectural backgrounds will be considered
- Excellent spoken and written English to negotiate and draft contractual documents. Command of a second language (Italian, French, Spanish, Arabic, etc) is a plus
- Proficient MS Office (Word, Excel, MS Project). Command of Adobe Suit is a plus.

Remuneration: subject to applicant's skills and level of experience in the field

Start date: Immediately