

POSITION:	Contract Coordinator
COMPANY:	Egis Road & Tunnel Operation
PROJECT:	Egis Road and Tunnel Operation Ireland (ERTO) is an Irish company established in 2005 and is part of Egis Projects Ireland. We manage Dublin Tunnel, Jack Lynch Tunnel in Cork and the Motorway Traffic Control Centre (MTCC) for Transport Infrastructure Ireland (TII). ERTO's responsibility is to manage all processes associated with the Operation and Maintenance of the Dublin Tunnel, Jack Lynch Tunnel and the MTCC. This includes Toll Collection, Traffic Management, Tunnel Safety Management, Emergency and Contingency Planning, Equipment and Infrastructure Inspection and Maintenance. We are located in the Dublin Tunnel Control Building on East Wall Road, Dublin 3.

The primary function of the Contract Coordinator is to liaise with the appropriate part(s) of the organisation to ensure contractual compliance and support the achievement of the Contractor's strategic intent.

RESPONSIBILITIES & MAIN ACTIVITIES, INCLUDING BUT NOT LIMITED TO:

- Assist with the preparation and completion of general contract communications, early warnings, and compensation events, as required. Work in collaboration with the Management team to ensure issues are successfully resolved quickly and efficiently.
- Ensure that all correspondence is responded to within the timeframe dictated by the Contract. Manage incoming and outgoing correspondence.
- Track and advise on dispute resolution and other issues that may arise during the Service Period.
- Ensure records are in place and maintained across the service areas especially critical records relating to Health, Safety, Environment and Quality.
- Assist the Management team in drafting, evaluating and negotiation of subcontracts.
- Ensure that the procurement of subcontractors and suppliers are carried out in compliance with company procurement guidelines and monitor and evaluate the performance of subcontractors and suppliers. Recommend changes as applicable.
- Provide advice and/or support in relation to Contract queries and communicate the findings from ERT0's Legal and/or Insurance Provider with the Management team.
- Manage the Subcontractor Register and provide early/advance warning to the Management team that a specific Contract is due to expire.
- Manage Sub-Contract non-compliance/non-conformance.
- Support the Projects Department as required to ensure works are tendered with appropriate, competitive terms and conditions, and further to review contract documents.
- Assist the Management team in drafting subcontractor variations.
- Assist in the recovery of property damage claims.

QUALIFICATIONS, SKILLS & EXPERIENCE:

Qualifications

Bachelor's degree in law / engineering/ quantity surveying / project management and/or suitable experience. Professional membership of a recognized body preferred.

Skills

Ability to work within a multi-disciplinary team.
 Strong analytical skills and excellent attention to detail.
 Ability to negotiate.
 Some familiarity with NEC contracts.
 Ability to write reports and present.
 Use of formal contract management tool e.g CEMAR.

Experience

5+ years' experience in administrating contracts and contractors
 Experience in claims management.
 Experience in developing and implementing contract management strategies.
 Experience working with installation and maintenance subcontractors and main contractors.