

VACANCY NOTICE

Position/ Title: Contract Assistant

Department: Contracts Management Department

Location: Fier – Albania (Fieri Office)

Working schedule: Monday-Friday, Working Hour 8:00 – 16:00

Main responsibilities:

- Assists with drafting contract and amendment in Albania and English language as assigned by Contracts Manager;
- Assists with drafting various contractual documents in consultation with the Contracts Manager;
- Assists with tracking contracts through internal approvals including but is not limited to:
 - Gets the signature and initials internally (contract owner/ manager, budget holder);
 - Follows up on subcontractors signature and/ or any clarification needed;
 - Updates the internal department controls in place (Smartsheet/ Symfact/ X drive/ OA);
- Assists with maintaining complex contracts databases and files with a high level of accuracy;
- Drafts Requests For Services as required and update the internal department controls in place;
- Translates contracts in English and Albanian language and several documents related to contracts;
- Conducts several research related to contract information;
- Conducts filing and data entry tasks developing and generating several reports and analyses whenever is required;
- Drafts, edits, and produces contracts correspondence when required;
- Responds effectively to changing workloads and priorities
- Performs other job related duties as necessary or assigned

Position Requirements:

- University degree in Social Science/ Economics.
- At least 3 years working experience in preferably with experience in administration issues and documents management (Organizing and maintaining documents, adhering to the company's document lifecycle procedures. Reviewing and updating documents to ensure they are current).
- Excellent level of English language spoken and written.
- Some understanding of contract terms and conditions is desired.
- Some data entry experience;
- Strong interpersonal and communication skills are required.
- Experience with MS Office suite of products (Word, Outlook, Excel).
- Ability to multi-task in a fast-paced office environment is required and highly organized.
- Able to effectively prioritize a steady and busy workload using sound judgment.

- Translation skills- both written and verbal translation of English and Albanian, including simultaneous verbal translation skills in English and Albanian.
- Interpersonal skills- team player and ability to confidently interact with individuals and at all levels of authority and maintain in composure in stressful and/ or sensitive situations.
- Must have the ability to maintain confidentiality on contracts information and business sensitive issues.

Application Process:

Interested candidates should submit their applications to the Human Resources Department via email at humanresources@bankerspetroleum.com