



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.



WE ARE HIRING!!!

POSITION : Senior Subcontract Administrator (1 position)

(Permanent)

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 / Law or Engineering related field.
- 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.

Location: Bangpakong Office, Chachoengsao.

Contract Us

E-Mail: tnsrecruit@thainippon.co.th,
Kingkarn-r@thainippon.co.th

Website: www.thainippon.co.th Line ID: [tnsrecruit](https://www.facebook.com/tnsrecruit)
For details, please call 063-237-9838

