



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.



WE ARE HIRING!!!

POSITION : Subcontract Administrator (2 position)
(Permanent)

Responsibilities :

- Collaborate with supervisor to collect and complete pre-qualification process for Subcontractors.
- Assist to collect, prepare and issue RFQ to Subcontractors.
- Assist to clarify and review the technical clarification and deviation during bidding stage.
- Assist to compare, evaluate and negotiate to Subcontractors for finalized pricing of Subcontracts.
- Furnish the Subcontracts and issue to Subcontractor.
- Assist to check and evaluate the proposal of Subcontracts changes.
- 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 2 years of experiences related to the job function.
- Good skills in the English language, listening, speaking, and writing.
- Good Skills in MS Office (Excel, Word, Power Point) Experience in SPM program is advantage.
- Having experience working on large scale projects.
- Knowledge of Contracting and Subcontracting Principle.
- Knowledge of relevant Law, Tax.
- Knowledge of Supply Chain.
- Knowledge of Financial.

Location: Bangpakong Office, Chachoengsao.

Contract Us

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