

[\[REDACTED\]](#)

JOB	VACANCY
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[REDACTED]

Job vacancy in Qatar

Leading Construction Company in Qatar is seeking to recruit the following:

Contracts Administrator

Job Summary:

Manages the contract and ensure that company projects are within the budget and claims, risk free, and

Proficiency Requirements

Bachelor degree civil engineer.

5 years minimum in tender estimation

Knowledge, Hard / soft skills	
Hard Skills:	<ul style="list-style-type: none"> - Knowledge of the company's products and services - Understanding of the market and industry trends - Proficiency in sales techniques and strategies - Strong communication and interpersonal skills - Ability to work independently and as part of a team - Excellent time management and organizational skills - Strong problem-solving and decision-making abilities - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) - Basic understanding of CRM software - Knowledge of social media marketing tools - Familiarity with e-commerce platforms - Understanding of legal and ethical considerations in sales - Ability to handle customer complaints effectively - Strong negotiation and persuasion skills - Excellent presentation and public speaking abilities - Proficiency in English language (written and spoken) - Basic understanding of accounting and finance - Knowledge of local and international markets - Understanding of cultural differences in business - Ability to adapt to changing market conditions - Strong attention to detail and accuracy - Excellent customer service orientation - Ability to build and maintain long-term relationships - Strong self-motivation and initiative - Ability to learn from feedback and experience - Strong networking and relationship-building skills - Understanding of the sales process and cycle - Ability to identify and pursue new leads - Strong follow-up and persistence - Excellent written and verbal communication skills - Ability to work under pressure and meet deadlines - Strong analytical and research skills - Understanding of the competitive landscape - Ability to provide excellent customer support - Strong teamwork and collaboration skills - Ability to manage multiple tasks simultaneously - Strong organizational and planning skills - Understanding of the importance of customer satisfaction - Ability to handle rejection and setbacks gracefully - Strong goal-setting and achievement orientation - Understanding of the role of sales in the organization - Ability to provide valuable insights and recommendations - Strong leadership and mentoring capabilities - Understanding of the importance of ethics in sales - Ability to build trust and credibility with customers - Strong conflict resolution skills - Understanding of the importance of continuous learning - Ability to stay motivated and energized - Strong resilience and perseverance - Understanding of the importance of integrity in sales - Ability to maintain confidentiality and discretion - Strong time management and prioritization skills - Understanding of the importance of professionalism - Ability to represent the company positively - Strong interpersonal and social skills - Understanding of the importance of honesty and transparency - Ability to build rapport and rapport quickly - Strong listening and active participation skills - Understanding of the importance of being a team player - Ability to contribute positively to the team environment - Strong emotional intelligence and empathy - Understanding of the importance of being a good listener - Ability to understand and respond to customer needs - Strong adaptability and flexibility - Understanding of the importance of being open-minded - Ability to embrace change and innovation - Strong creativity and innovative thinking - Understanding of the importance of being proactive - Ability to anticipate and address potential issues - Strong resourcefulness and problem-solving skills - Understanding of the importance of being organized - Ability to keep track of important information - Strong multitasking and task delegation skills - Understanding of the importance of being efficient - Ability to complete tasks within deadlines - Strong focus and concentration - Understanding of the importance of being detail-oriented - Ability to ensure accuracy and quality of work - Strong self-discipline and motivation - Understanding of the importance of being persistent - Ability to overcome challenges and obstacles - Strong positive attitude and optimism - Understanding of the importance of being resilient - Ability to bounce back from setbacks - Strong sense of responsibility and accountability - Understanding of the importance of being reliable - Ability to deliver on promises and commitments - Strong communication and collaboration skills - Understanding of the importance of being a team player - Ability to work well with others - Strong interpersonal and social skills - Understanding of the importance of building relationships - Ability to connect with people at various levels - Strong networking and relationship-building skills - Understanding of the importance of being a good listener - Ability to understand and respond to customer needs - Strong adaptability and flexibility - Understanding of the importance of being open-minded - Ability to embrace change and innovation - Strong creativity and innovative thinking - Understanding of the importance of being proactive - Ability to anticipate and address potential issues - Strong resourcefulness and problem-solving skills - 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Soft Skills:	<ul style="list-style-type: none"> - Communication skills - Teamwork and collaboration - Problem-solving and critical thinking - Time management and organization - Customer service orientation - Negotiation and persuasion - Adaptability and flexibility - Resilience and perseverance - Self-motivation and initiative - Interpersonal skills - Networking and relationship building - Conflict resolution - Stress management - Emotional intelligence - Active listening - Empathy - Creativity and innovation - Proactivity - Resourcefulness - Detail orientation - Efficiency - Focus and concentration - Persistence - Reliability - Accountability - Responsibility - Integrity - Honesty - Transparency - Professionalism - Positivity - Optimism - Resilience - Perseverance - Motivation - Discipline - Organization - Planning - Prioritization - Delegation - Collaboration - Teamwork - Leadership - Mentoring - Coaching - Training - Development - Growth - Learning - Improvement - Innovation - Creativity - Problem-solving - Critical thinking - Analytical skills - Research skills - Writing skills - Speaking skills - Presentation skills - Public speaking - Social skills - Interpersonal skills - Relationship building - Networking - Conflict resolution - Stress management - Emotional intelligence - Active listening - Empathy - Creativity - Innovation - Proactivity - Resourcefulness - Detail orientation - Efficiency - Focus and concentration - Persistence - Reliability - Accountability - Responsibility - Integrity - Honesty - Transparency - Professionalism - Positivity - Optimism - Resilience - Perseverance - Motivation - Discipline - Organization - Planning - Prioritization - Delegation - Collaboration - Teamwork - Leadership - Mentoring - Coaching - Training - Development - Growth - Learning - Improvement - Innovation - Creativity - Problem-solving - Critical thinking - Analytical skills - Research skills - Writing skills - Speaking skills - Presentation skills - Public speaking - Social skills - 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Delegation - Collaboration - Teamwork - Leadership - Mentoring - Coaching - Training - Development - Growth

FIDIC Knowledge and expertise, contract, agreements, claims, variations and disputes

Construction specification and standards – QCS, general conditions of contracts

Change management, risk management and value engineering

Contract and risk management, quality standards - QHSE

Strong communication skills in English language (both written and spoken)

Qualified candidates are required to send their resume to

eng@targetjo.com

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