



# We Are Hiring

## Contract Processing & Contractor Performance Management - Jakarta Office -

### Job Overview:

Ensure contract documents meet company standards, create a contractor database, pre-qualify contractors, assist in bid screenings, support tender document preparation, assess and select contractors, monitor contractor performance, and provide feedback aligned with contractor management strategy.

### Job Requirements:

1. Bachelor's degree in Mining Engineering or related field.
2. More than 3 years' experience in the mining/energy-related field is highly preferred.
3. Strong knowledge related about contract processing and contractor performance management.
4. Effective communication skills in both written & spoken English to work within cross-functional teams and interact with stakeholders.
5. Have good personality and can work as team.
6. Proficient in Microsoft Office (Word, Excel, Power Point, etc).

Please fill the form and submit your CV Update at link :  
[bit.ly/OfficialRecruitment\\_ITM](https://bit.ly/OfficialRecruitment_ITM)

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Candidates in process only who meet the requirements.  
Job Vacancy valid until August 30<sup>th</sup>, 2024