

Title: Project Contracts Administrator – Renewable Energy Projects

Accountable to: Director, Projects

Location: Bangalore, India

Seniority: Senior

Job Type: Full-Time, Remote

Introduction

Edify Engineering solution is a Bangalore based advanced engineering and consulting organization that specializes in Strategic consulting services, Turnkey solutions, Manufacturing and Supply chain management services with a team of 20+ members from various technical & non-technical disciplines. Backed by a combined experience of over 120+ years, we deliver unique & disruptive solutions catering to customer needs and are driven by enthusiasm and endurance to achieve this goal.

Our client, Energy Vault is the creator of renewable energy storage products that are transforming the world's approach to utility-scale energy storage for grid resiliency. Our client's comprehensive offerings include our proprietary gravity, battery, hybrid/green hydrogen energy storage solutions and our technology-agnostic software suite that orchestrates and integrates multiple energy asset types (storage & generation) while optimizing dispatch, costs, revenues, and overall asset performance.

About the role

The Project Contracts Administrator will provide critical remote administrative and coordination support for renewable energy projects under construction in Australia. This role ensures seamless communication between on-site Australian teams and India-based support staff, focusing on documentation, scheduling, cost tracking, compliance, and reporting. The ideal candidate will excel in multitasking, cross-cultural collaboration, and adapting to flexible hours to align with Australian time zones.

What you will do

- Oversee and manage contract administration for the entire project lifecycle, ensuring compliance with contractual terms and conditions.
- Review and negotiate contracts, ensuring they align with project requirements and company goals.
- Monitor contract performance, identifying risks and implementing strategies to mitigate delays or issues.



- Ensuring that project terms and conditions are defined, agreed upon with the team, and support upstream claims are aligned with by downstream contracts.
- Develop, review and manage contract proposals, NDAs, supplier master agreements, and other service level agreements with suppliers, EPCs, and others.
- Prepare and issue contract documentation, including change orders, variations, and contractual correspondence.
- Collaborate with project managers and stakeholders to ensure project timelines, budgets, and deliverables are aligned with contractual agreements.
- Track and manage claims and disputes, working with relevant parties to resolve them promptly.
- Review and approve payments related to contracts, ensuring that costs align with agreed terms.
- Maintain and organize contract files, ensuring all documents are accurate, complete, and accessible.
- Ensure compliance with industry standards, safety regulations, and environmental requirements throughout the contract administration process. Support procurement processes and change management, ensuring contracts are updated as required based on scope or schedule changes.

Qualification Requirements:

- **Education:** Bachelor's degree in engineering, Commerce or Legal related field.
- **Experience:** 5+ years in Contract administration, preferably in renewables/construction.
- **Technical Skills:** Proficiency in MS Office, project management software (e.g., MS Project), and ERP systems (e.g., SAP).
- **Communication:** Fluent English (written/spoken); ability to simplify complex information.
- **Time Management:** Flexibility to overlap with USA/ Australian business hours as needed.
- **Cultural Awareness:** Sensitivity to Australian workplace norms and practices.

Preferred Skills:

- Knowledge of Australian renewable energy regulations (e.g., NER, AEMO).
- Certification in project management (CAPM, PMP).
- Familiarity with cost control software (e.g., EcoSys).