



We are LAMDA Development S.A., a holding Company, member of the Latsis Group, specializing in the Development, Investment and Management of Real Estate, listed on the main market of the Athens Exchange.

We are proud to be a leader in the Retail Real Estate sector in Greece, with successful projects in the office and residential sectors!

Our portfolio includes The Mall Athens & Golden Hall in Athens, Mediterranean Cosmos in Thessaloniki, office buildings, innovative residential complexes and, the Flisvos Marina in Faliro.

In 2014, LAMDA signed the contract with the Greek state for the acquisition of the shares of the "Hellinikon SA". The project includes all the land area of the old Athens airport and the coast front, totaling 6,2 mil sq. m. and will be the largest urban regeneration investment ever in Greece.

This investment will include a diverse range of residential communities, hotels, shopping centers, family entertainment venues, museums and cultural venues, health and wellness centers, significant space for sports and recreation, a modern business park with an educational and R&D hub as well as the total regeneration of the existing marina and the entire Coastal Front that will, along with the Park, will be the major attractions of the site.

In Greece, we are currently a team of about 200 colleagues, located in Athens and in Thessaloniki.

We constantly try to create an environment that promotes employees' professional growth, based on the principles of attracting, developing and retaining human capital, offering equal opportunities to everyone.

To meet current corporate needs, we would like to bring to our team a

Contract Administration Manager

The Hellinikon Project

Reference code: CADMH

The Contract Administration Manager will be reporting to the Project Management Director role.

Our new colleague will be responsible to ensure completeness of procurement contracts, purchase orders and consultant agreements, as well as compliance with employer requirements (i.e. design drawings, specifications, legal, regulatory and site specific requirements, etc.). He or she will also be the primary point of contact for claims and other construction phase contractual issues or disputes.



In detail, the Contract Administration Manager will be responsible for the following aspects of the Hellinikon Project:

- Ensures completeness, conformity and confidentiality of all construction phase tender and contract documentation
- Oversees tender process with the support of PM team members and of the Legal team
- Oversees preparation and execution of construction phase contracts including validation of change order requests
- Assists other project team members in the performance of cost estimating, valuations, scheduling, procurement and other related tasks
- He or she acts as a primary point of contact for claims and other construction phase contractual issues or disputes

You will be a successful candidate for our opening, if you can identify yourself with the following criteria:

Academic Qualifications:

- B.S. Degree in Engineering or Construction Management, an M.Sc. will be considered a plus!
- Certifications: Appropriate certifications and industry affiliations relevant to education and experience

Professional Experience:

- Minimum of 15-20 years of practical construction related engineering. For this role, we do need a solid professional experience, in progressively advancing roles, that have led to direct oversight/management of multi-national teams, consisting of in-house staff as well as consultants working as a team on 500 million+ projects
- Direct involvement in the procurement/tender process, including development/refinement of contract forms as well as a thorough understanding of the change management process
- Thorough involvement in the coordination of design documents with trade specific shop drawings during construction
- Strong understanding legal and regulatory requirements of contracts, other commercial documents, dispute resolution techniques as well as high profile designer requirements

Our Company offers:

Our vision is to bring to life the largest urban regeneration project in Europe. So we need to attract the most talented people in our industry & to offer all the necessary means and procedures to support them, not only to fill their job description but also to rise above and beyond expectations!



Thus, we do provide:

- A passionate working environment
- A competitive compensation package according to professional experience, combined with additional benefits
- An exceptional opportunity to work and develop in one of the most challenging projects in Greece!

We are an Equal Opportunity Employer. We do not discriminate in any employment practices for reasons of race, color, religion, gender, sexual orientation, national origin, age, marital status, medical condition or disability, or any other legally protected status. Our premises have been especially designed to be accessible to people with disabilities.