

Contract Manager

Location: Heathrow, FL / Hybrid / Remote

About Prevalon

Prevalon Energy LLC (Prevalon), a Mitsubishi Power Americas and EES joint venture, is a leading global energy storage technology and services company that is empowering companies to deploy flexible energy solutions and accelerate a more sustainable energy future.

With 10 years of global battery energy storage experience and over 3 GWh of utility-scale battery energy storage projects deployed, Prevalon develops an end-to-end integrated battery energy storage solution that delivers throughout the entire lifecycle of your project and ensures performance.

Working with our customers to develop a solution to meet the demands of their energy system today and into the future, we are grounded by the principles of commitment, reliability and expertise to guide our decision making, design philosophy, and relationship building.

Our Culture and Values

Responsibility

Safety is at the core of everything we do. From the well-being and health of people to the quality of the products we develop and implement, sustainability is the foundation of our operations. Our expertise guides our decision-making and design development, and lives at the core of our mission.

Community

People are the focus and heartbeat of what we do. We prioritize the well-being of our customers, employees, and communities we work with. Through teamwork, collaboration, and open communication, we work together to continuously innovate.

Innovation

We value and encourage creativity in the ways we work and are always forward thinking. We embrace diversity of thought and adapt to emerging trends and technologies. We recognize the importance of respecting traditions but not beholden by them.

Accountability

We are focused on taking responsibility and ownership for our actions and decisions. We deliver on promises in a transparent and reliable manner. We are accountable in our commitment to sustainable practices and products.

Job Description

This is a full-time role for a Contract Manager at Prevalon. The role can be remote; based in Heathrow, FL; or hybrid (with a preference for hybrid). responsibilities include (but are not limited to):

Key Responsibilities Include:

- Preparation of a Contract Management Plan/Contract Execution Plan and monitor all contract deadlines both under the customer contract as well as under supplier contracts.
- Responsible for the implementation of the Project Change Order Procedure both under the customer contract as well as under supplier contracts. Prepare and negotiate change orders.
- Create and maintain a Risk and Opportunity Database both for the customer contract and supplier contracts.
- Responsible for implementing contracts administration procedures.
- Drafting RFQ's to suppliers including the analysis of proposals and negotiation of supplier contracts to fulfil the obligations under the customer contract.
- Regularly review customer and supplier contract performance and recommend actions to ensure obligations under the customer contract are fully and timely met.
- Work with different levels of personnel within the organization to analyze and resolve existing conflicts or disputes. Draft response letters and coordinate such actions with internal organization and Legal teams, if needed.
- Create and/or revise forms for specific contracts.
- Report status of current contract issues to management.
- Participate in project related meetings and work closely with the Project Execution and Finance teams.
- Manage contract closeout activities both under the customer contract as well as supplier contracts.
- Perform other such duties as may be required.

Qualifications:

- Education and/or Experience: Bachelor's degree (BS or BA) from four-year college or university; and least 8 years related Contract Management experience (preferably with a major supplier; contractor/EPC; or Owner).
- Language Skills: Fluent in English (additional language in Spanish or Chinese a plus). Ability to read, analyze, and interpret general business information, contracts, general technical information, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from managers and customers.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Computer Skills: Knowledge of (at a minimum) Microsoft Office (Word, Excel, PowerPoint, Teams).