

# Contract Manager, Contract Management

Location: Heathrow, FL / Hybrid

## 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 4 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 Summary

The Contract Manager is responsible for overseeing the contract management function within the organization.

## Essential Duties & Responsibilities

Essential duties and responsibilities include, but are not limited to the following:

- Implements strategies for Contract Management to optimize business outcomes.
- Oversees the negotiation and administration of contracts, including reviewing terms and conditions, identifying risks, and ensuring compliance.
- Preparation of a Contract Management Plan and monitor all contract deadlines both under the customer contract as well as under supplier contracts.
- Responsible for drafting, negotiating, and administering Change Orders and Amendments 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.
- Regularly review customer and supplier contract performance and recommend actions to ensure obligations under the customer contract are fully and timely met.
- Collaborates with internal stakeholders, including legal, finance, and operations, to support contract negotiations and execution.
- Monitors contract performance to ensure compliance with terms and conditions and identify areas for improvement.
- Manages relationships with clients, vendors, and partners to resolve issues and address concerns.
- Responsible for working with Project Execution Team to ensure Project Execution Workflow is met including, but not limited to, scheduling and developing kickoff and weekly project meetings, working with Project Sourcing team to complete supplier contracts for Project, providing Cost Controllers with Customer Change Notice expenditures, etc.
- Ensures that all contracts are properly documented and stored in accordance with company policies and procedures.
- Manage contract close-out activities both under the customer contract as well as supplier contracts and preparation of handover to Service Team.
- Performs other related duties as assigned.

## Knowledge, Skills, & Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to focus on details as required, spot errors and inconsistencies, and have the ability to work well within a deadline driven environment.
- Ability to initiate and follow through with work responsibilities and to meet deadlines with a minimum of supervision.
- Working understanding of Contract Management principles and practices.
- Excellent negotiation and communication skills.
- Ability to persuade and influence Project Management decisions.
- Strong analytical and problem-solving skills.
- Knowledge of cybersecurity industry trends and best practices.
- Proficiency in Microsoft suite of software.

## Education & Experience

- Bachelor's degree in business, law, or a related field required.
- Minimum of 4 years of experience in Contract Management or a related field (JD (law degree) in lieu of working experience may be considered).

## Physical Requirements & Work Environment

The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

- Periodic travel to construction sites may be required.