

Job Title: Contracts Administrator, Projects
Department: Operations
Location: Wallingford, CT

Nel Hydrogen

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Hydrogen... the most abundant element in the universe is your ticket to a rewarding future. Every day there are reports of how hydrogen (produced by water electrolysis and renewable energy sources) is displacing fossil fuels, reducing greenhouse gasses, and helping to revitalize our planet.

Nel Hydrogen is the global leader in on-site hydrogen generation and the largest electrolyser manufacturer in the world. Armed with a full portfolio of water electrolyzers and hydrogen fueling station technologies, Nel Hydrogen is leading the charge into the new green hydrogen economy.

If you are driven by personal initiative combined with loyalty and commitment to your team and the ability to convert complex issues into simple solutions, then we want to talk to you. Help make the world a better place. Join a company that is on the cutting edge of new energy innovations, with an energized, progressive culture.

POSITION SUMMARY

Provide high quality, proactive, practical, timely legal advice, and contractual support to assist the business with achievement of profitable growth objectives aligned with Nel's mission. Your objective, using a structured approach, is to be the guarantor for uniform and high-quality standardization, process alignment, and governance in all cycles of the contract management process to deliver all pre- and post-order activities in a collaborate way with other departments such as the Corporate Legal, Management, Sales, Projects, and Applications Engineering.

RESPONSIBILITIES:

- Identify and mitigate contractual risks in both the proposal and project execution phases.
- Lead/assist the proposal/sales team efforts to prepare, review, provide clarifications, and submit proposals/RFQ's
- Review and provide clarifications to contracts/subcontracts and modifications for internal approval.
- Assist the proposal/sales function with the alignment of the entire contract including the T&C's, scope of work, compensation and schedule.
- Assist the proposal/sales function with leading multi-discipline teams through all stages of the contracting process.
- Assist the proposal/sales functions with negotiations with customers for contracts related to key projects.
- Develop negotiation plans for new contracts/contract modifications including identification and mitigation of contractual risks in all phases of project execution.
- Ensure alignment and incorporate guidelines/instructions from corporate legal department.

- Drive alignment with sales representatives and customers on both legal and business matters; implement industry best practices as applicable.
- Manage and track customer communications during contract negotiations including, but not limited to, submittal of technical drawings, plans, reports, proposals, change orders, and shipping logistics.
- Part of the Projects Team focused on contract execution, contract deliverable management, subcontract flow down (internal and external), and change order execution.
- Support project pre-bid, kick-off, and review meetings including organization and follow-up of contract related content.
- Provide guidance to the different Nel teams (EU, US, and Korea) to coordinate region relevant contractual positions.
- Assist in maintaining the organization's internal contract documents.
- Establishment and implementation of (sub)contracting strategies to meet Nel's project execution objectives.
- Manage subcontractor relationships including implementation of performance development programs.
- Work on special projects as needed.

QUALIFICATIONS:

Education:

- Bachelor's degree in business administration or law with contract management and legal experience.
- Master's degree or JD degree a plus.
- Engineering background is a plus.

Required Skills and Abilities:

- Minimum seven (7) years' experience in contracts administration with a strong emphasis on equipment delivery projects; experience in an in-house environment (preferably in a Construction, Mechanical or Industrial Engineering, Oil & Energy, or Renewables & Environment sector) or at a reputable law firm is preferred.
- Skilled at leading negotiations on complex, high value, contracts ranging from supply-only to turn-key.
- Thorough understanding of contract and procurement strategies, complex agreements, negotiations and contract formation, performance issues and contract close-outs.
- Experience with international commercial contracts (including international conventions), commercial contracting methods, and export regulation; FAR/DFARS experience is a plus.
- Capable of using sound judgment and creativity for resolution of contract issues within the confines of legal requirements while maintaining good customer relationships and protecting the company's interests.
- Ability to work independently and as part of an integrated team.
- Must have a sense of urgency and ability to work in a fast-paced environment while producing results and maintaining a high level of attention to detail.

- Exceptional organizational skills and ability to prioritize.
- Highly proficient with MS Office (Outlook, Word, Excel, and PowerPoint) and possess excellent analytical, verbal, and written skills.
- Knowledge of Salesforce CRM System, ERP systems, and DocuSign is preferred.
- Willingness to work across geographies and time zones.

Competencies:

- Problem-solving
- Ownership
- Negotiation
- Attention to detail
- Co-operative/Collaborator
- Ambitious
- Empathetic
- Commercial mindset
- Self-confident
- Business ethics
- Thrives in start-up environment
- Creates structure
- Commitment

The above statements reflect the principal functions of the position and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Nel Hydrogen provides comprehensive health and insurance benefits for its employees as well as a stock option plan. The Company offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

Visas

- Nel will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer We are an equal opportunity employer-M/F/Disabled/Veteran and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

To apply, please e-mail your cover letter and resumé to: nelctcareers@nelhydrogen.com.