

# SCM Drilling & Completion Contracts Specialist

An international company in the hydrocarbons sector seeks to incorporate into its staff a person with the skills to occupy the position of Drilling & Completion Contracts Specialist.

This position is located in Bolivia and will provide services to Bolivia and other countries where the company has activities, with main focus on North America D&C campaigns.

## Duties and responsibilities

- Create contract strategies and call for bid packages.
- Evaluate bids and issue the bid award recommendation for Repsol, partners and Local Authorities.
- Lead contracts negotiations (balancing technical, commercial, legal and risk considerations).
- Analyse and check the cost effectiveness of the contracts and create savings.
- Apply the Supply Chain, Contract Holder, HSE Management fundamentals within the Project Contracts Strategy.
- Effective follow up claims, contract management and change orders.
- Effective documentation/filing system.
- Manage Reporting Data Information System.
- Manage and executing the developed procedures in an effective and efficient way, giving due consideration to the continuous changing requirements and time-planning from the customers.
- Compliance with REPSOL (Corporate) procedures, Joint Venture and Local procedures.
- Establish an effective relationship within D&C Team and the rest of Technical Departments.

## Requirements

Position essentials:

- Understanding of drilling and completions operations.
- Demonstrate deep knowledge of tenders management and negotiations.
- Fluent English. Excellent written and oral command of the English language.

**Education / Qualifications:** Degree in an appropriate discipline (BSC - Engineering or Business Management). Preferred  
**Professional experience:** A minimum of 3 years of recent experience in Contract Management in a leading (best practice performer) Oil Companies with focus on Drilling /Exploration operations. Proven track record of dealing with complex contracts, demonstrating knowledge of contractual, financial, commercial and technical matters.  
**Software knowledge:** Strong understanding of Microsoft Office Suite (Outlook, Excel, Word, PowerPoint and Teams).

## Required Behaviours & skills

- Highly focussed on HSE and Process Safety at all times.
- Team player who is approachable and actively promotes a high level of interaction across multiple disciplines, across different countries and different timelines.
- Highly focussed on negotiations.
- Ability to work in a stressful and difficult environment.
- Highly organised with good data management skills
- Can communicate with clarity (even through online tools), confidence and maintains a high level of integrity and confidentiality.
- Must show a sense of ownership and accountability.
- Must behave in a professional manner at all times in order to uphold the reputation of the company.

We offer a good work environment, training and development, the possibility of teleworking and a salary and benefits according to the mentioned responsibilities.

If you are interested, you can upload your application and CV through the following link until Wednesday, May 3.

[https://repsol.wd3.myworkdayjobs.com/es/Repsol/details/SCM-Drilling---Completion-Contracts-Specialist\\_67976](https://repsol.wd3.myworkdayjobs.com/es/Repsol/details/SCM-Drilling---Completion-Contracts-Specialist_67976)

Or follow the following route:

<https://www.repsol.com/es/empleo/que-ofrecemos/ofertas-empleo/index.cshtml> , go to “ofertas de empleo” and select the vacancy “SCM Drilling & Completion Contracts Specialist”.