

Role | Contract Manager

Years of Experience	0-2 years
Relevant Industry	Project Management / Architecture / Interior Design
Reporting Structure	Reporting to Sr. Manager Business Development
Qualification	Bachelor's in Architecture + Masters in Contract Management
Employment Status	Permanent
Job Location	Lado Sarai, New Delhi

About the practice

Studio Lotus' work is grounded on the principles of Conscious design, an approach that celebrates local resources, cultural influences, a keen attention to detail and an inclusive process. Our design process includes everyone, from the principals to the interns, fostering a culture centred on a high degree of individual ownership.

Our team of 100+ people come from varied backgrounds—architects, interior designers, engineers, even graphic and textile designers. Working in a highly collaborative setting, teams operate as mini-studios within the larger studio. Democracy and transparency are key to our design process. Together, we aim to craft benchmark solutions that address society's changing ways of living and working.

Role Description

Responsible for drafting, negotiating, and overseeing contracts, ensuring legal compliance, and mitigating risks. You will be a strategic administrator, safeguarding the firm's interests and fostering successful project outcomes through meticulous contract management. Must be a custodian of Organization culture & values, custodian of Studio's systems and processes and thus become a contributor towards organization's higher performance.

Requirements – Skill-sets and Knowledge

- Strong understanding of contract law and ability to draft, review and negotiate contracts effectively ensuring compliance with legal standards.
- Ability to identify, assess and mitigate risks associated with contractual agreements, ensuring that the firm is protected from potential liabilities.
- Ability to analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements.
- Ability to take initiative and respond appropriately to direction or instruction.
- Ability to effectively plan and meet deadlines for deliverables.
- Proficiency in AutoCAD.
- Ability to work in teams and contribute to multiple projects.
- Must have an eye for detail and quality output.
- Ability to communicate effectively with clarity both verbally and in writing.
- Ability to learn, improve knowledge and skills required to meet the expectations of the role.