



Hayleys Group is amongst Sri Lanka's largest, and most respected diversified conglomerates with a turnover in excess of USD 1 Billion. To explore the World of Hayleys, visit us at: www.hayleys.com.

FENTONS LIMITED

Founded in 1919, Hayleys Fentons Limited is one of Sri Lanka's first engineering companies. As the No.1 Solar EPC and MEP contractor in the country, the company has over 100 years of engineering excellence. Its key specialisations include Solar, Wind and Utility Projects, Mobility Solutions, ICT Systems, Electrical and Lighting, Fire Safety, Air Conditioning and Ventilation, Plumbing and Gas, Security and Communication, Audio-Visual Integration, UPS and Battery Backup, Facilities Management, Architectural Drawings and 3D Visualisation, Industrial Accessories Trading and Hydro Solutions. Renowned for innovation and exceptional client service, the company's main aim is to provide sustainable and innovative engineering services for a better life.

Officer – Contract Administration

Officer – Contract Administration is responsible for managing, reviewing, drafting, and overseeing contracts to ensure legal compliance and minimise risk. The role supports business operations by providing timely legal advice on contractual matters and ensuring that all agreements align with organisational policies and applicable laws.

Job Responsibilities

- Draft, review, and negotiate construction-related contracts, subcontracts, and contractual correspondence in line with project requirements.
- Provide legal advice on contract administration matters, ensuring compliance with applicable laws, regulations, and company policies.
- Identify, assess, and mitigate contractual risks, offering practical solutions to support project objectives.
- Support the full contract lifecycle, including preparation, execution, monitoring, and close-out of contracts.
- Work closely with project teams, consultants, and subcontractors to ensure proper contract interpretation and execution.
- Monitor contractual obligations and performance, ensuring all parties adhere to agreed terms and conditions.
- Support dispute avoidance strategies and contribute to dispute resolution processes, including negotiations and settlement discussions.
- Maintain accurate and organised contract documentation and records.
- Stay updated on legal and regulatory developments relevant to construction and contract management.

Candidate Profile

- Bachelor's degree in Law (LLB or equivalent) from a recognised university or a professional legal qualification.
- Minimum of 2 years of experience in legal practice, with demonstrated exposure to construction contracts, contract administration, and dispute resolution.
- Proven experience in drafting, reviewing, and negotiating contracts, as well as preparing contractual correspondence in alignment with project requirements.
- Strong ability to identify contractual risks, provide sound legal advice, ensure compliance with applicable laws and regulations, and support dispute avoidance and resolution.
- Experience working closely with project teams, consultants, and subcontractors to provide legal guidance and ensure proper contract execution.

If you think you have what it takes to be successful in this challenging role, please apply via email to careers@hayleysfentons.com indicating the position applied for on the subject line of the email.

Hayleys is an Equal Opportunity Employer.

