

Legal Track

Professionals in the legal track are responsible with protecting the company's interests from a contractual and legal perspective. They are responsible for reviewing and assisting with subcontract and purchase order writing, proposal development, and claim development and documentation.

Contracts Administrator

- Receive, set up, and disseminate initial contract documents internally
- Assist in developing, reviewing, and maintaining construction contracts procedures
- Establish and update records of all correspondence related to contract activity
- Maintain records/document files

Construction Contracts Manager

- Work directly with Project Engineers and Group Managers in the preparation of construction contracts, purchase orders, service agreements, equipment rentals, and other contracts
- Provide guidance on internal contract policies and procedures
- Provide redlined recommendations to project management, and often negotiate directly with customers in reaching a mutual agreement
- Interpret contract provisions to help resolve claims and questions of project management


Director of Contracts & Claims

- Prepare, review and negotiate agreements and contracts (non-construction) for all entities
- Oversee the team of construction contract managers and administrators to ensure consistency and adherence to compliance and risk management directives
- Act as primary point of contact for senior management on matters relating to contract claims and litigation
- Interpret contracts, provisions, clauses, and requirements to contract and project management
- Develop and update policies and procedures to facilitate consistent, risk-based approach to contract management and compliance
- Work directly with senior management in the initiation, preparation, and management of claims
- Provide risk/claim assessment and advice as to how to avoid or minimize impacts of claims
- Attend and actively participate in senior level meetings to identify potential risk factors
- Prepare reports for executives regarding outstanding claims and litigation
- Assist outside counsel on litigation preparation
- Work with senior management on project labor issues/grievances

V.P. and General Counsel

- Act as the principal corporate lawyer for all business entities
- Direct and manage outside counsel and all legal affairs in litigation, internal investigations, and other legal matters impacting business

For more information visit www.brayman.com/employment.

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- Provide litigation assistance to outside counsel, as needed
 - Counsel executives and senior management regarding all legal issues
 - Advise executives and senior management on strategic decisions to ensure legal compliance
 - Counsel HR personnel and project management on all HR/Legal issues
 - Manage the contracts and legal departments, including performance reviews and appraisals/bonuses;
 - Plan and manage the legal budget
 - Prepare reports for executives and maintain long-term company records for future decision-making;
 - Issue advisory opinions on legal issues effecting the business
 - Conduct legal research and prepare written opinions, as well as give informal advice to management
 - Prepare legal documents and other memoranda
 - Conduct seminars for internal personnel or other interested groups