

CONTRACTS ADMINISTRATOR (CPF)

PROCUREMENT & CONTRACTS

Location: Hybrid-Houston TX Corporate office

Employment Type: Full-time

JOB OVERVIEW

We are seeking an experienced Contracts Administrator, to support the planning and implementation of contracting activities for the Company, with a focus on our South West Arkansas project (SWA). As a member of the Procurement & Contracts team, this role supports the development and management of the major contracts required for capital projects and operations. The Contracts Administrator will support the planning and execution of the Company's contracting activities by overseeing the initiation, implementation, and completion of all project and operational contracts. During the project execution phase, the individual will be a key player in the Owners' team, that is collocated with major contractors (Prime Contractors), to oversee the Contractors' performance and ensure contractual expectations are met. This role requires a high level of integrity, compliance, safety, and timeliness throughout the contracting lifecycle, while minimizing cost variances, optimizing value creation, and promoting overall cost effectiveness.

This is a Hybrid position with work based in a Corporate office environment in Houston, TX. Routine collaboration across departments and project/field offices is required. The position may require travel to construction, operations, and other work sites as required.

KEY RESPONSIBILITIES

- Contribute to the planning and management of project and operational contracting strategies in conjunction with key stakeholders and provide guidance in the implementation of the strategic contracting methodology to achieve maximum value impact on project and operations contracting function(s).
- Contribute to planning and implementation engagement sessions with stakeholders on a regular basis to keep abreast of changes in contracting requirements, supply and demand markets and/or potential opportunities as inputs to facilitate the development of project and operational contracting recommendations.
- Administer the application of established contracting policies and procedures to users and participate in project and operational risk assessments and reviews to ensure compliance, integrity and practice of good governance.
- Contribute to the continuous improvement of contracting systems, procedures and processes by evaluating the effectiveness of the process and undertaking mitigations to enhance value creation in line with established Company contracting policies.
- Interface with Procurement/Supply Chain counterparts within the Contractors organization to assess Contractor performance and support the development of the key procurement deliverables.
- Administer the contract tendering process by facilitating the preparation of contract tender papers (contracting plan and contracting strategies, technical & commercial evaluation report, commercial evaluation criteria, award recommendation, invitation to bid) with team and monitoring the effectiveness of contracting process toward efficient and compliant contracting processes and deliverables.

- Administer the end-to-end documentation of contracts by finalizing Agreements and variation documents for execution, verifying invoices and final accounts, managing completion certificates and termination and acting as custodian over Agreements, bank guarantees and insurance throughout the project cycle and operations to preserve documented evidence of contract execution.
- Provide support for the management of contractor's performance according to the contract by monitoring day-to-day contract issues, mitigating actions on performance gaps and coordinating dispute settlements with clients and contractors to ensure smooth implementation of obligations by contractors.
- Develop reports/dashboards to track procurement status and communicate any risks that may affect the project objectives.
- Support the implementation of applicable organizational procedures and guidelines and compliance to statutory and legislative requirements and conformance to the established Limits of Authority (LOA), group wide policies and government regulations to safeguard organization and shareholders' integrity and image as a responsible multinational company.
- Provide general administrative and logistical support to procurement, contracting and supply chain management team members
- Communicate effectively with the Standard Lithium team, partner, service providers and other project stakeholders.
- Perform additional activities as may be reasonably required by SWA project management team.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Certification, preferably in supply chain management, contracting, procurement, business management administration or economics; or relevant education.
- 5 - 8 years in a heavy industrial sector, major EPCC/EPCM projects or large industrial plant setting.
- Knowledge of the interactions and interfaces with engineering disciplines and respective fields of work.
- Excellent verbal and written communication skills in English are required.
- Demonstrated proficiency in Contract Formation and Administration is required.
- Proficiency in planning and control of work in a multi-project, deadline driven environment.
- Proficiency in Contract Administration and document management software.
- An understanding of applicable regulatory requirements in international markets.
- Basic knowledge of a variety of standard engineering methods, technologies and computerized design techniques.
- Must be comfortable working effectively within complex, matrix-style environments, including across multiple teams and work sites.
- Working knowledge of the general terms and conditions of major contracts (projects and operations).



CORE COMPETENCIES

- Strong influencing and communication skills.
- Ability to analyze complex issues and engage in problem solving
- Broad understanding of the business value chain as well as project functional areas and interactions.
- A strong initiative; proactive approach to problem solving.
- Ability to prioritize work and strong organizational skills.
- Ability to build and maintain strong working relationships with individuals at all levels is essential.
- Strong drive and resilience to meet tight deadlines as well as to fulfill various stakeholders' requirements.
- Comfortable working in a fast-moving environment where accuracy and compliance are critical.

WHY JOIN US

This is an opportunity to make a real impact and contribute to the successful scale-up of a critical energy operation. With a team of more than 100 professionals across Canada and the U.S., we have built a culture defined by collaboration, integrity, and innovation. Our people are our greatest strength, committed to delivering excellence every day. Become a part of a company shaping the future of sustainable lithium production.

ABOUT STANDARD LITHIUM LTD

Standard Lithium is a publicly traded lithium company focused on advancing multiple lithium brine projects in the southern United States to support a new era of domestic US lithium production in support of the global energy transition. We believe the future of North American energy security can be unlocked through the innovative development and use of technology in an environmentally sustainable way, as evidenced by our long-term operation of an industrial-scale Direct Lithium Extraction (DLE) demonstration plant in southern Arkansas. For more information, please visit the Company's website at <https://www.standardlithium.com>.

Standard Lithium is building a flexible, forward-thinking workplace designed to empower a high-performing team as it grows. Our environment supports agility and innovation, backed by competitive compensation with performance-based incentives, comprehensive health and wellness benefits, and clear opportunities for career advancement and professional development.