

Franklin Smith

<https://franklinsmith.com.au/job-board/contract-administrator-2/>

Contract Administrator

Description

MUST HAVE COMMERCIAL FIT OUT EXPERIENCE

About the role

We are seeking for a **Contract Administrator** to join a dynamic fit out construction business operating in Queensland. Having recently been awarded a new project, they are now seeking a Contract Administrator to deliver quality refurbishment, fitout, design and construction projects across a range of industries.

The ideal candidate must have previous experience delivering high end office projects and should bring a very sound knowledge in compiling and preparing contract bid documents and interpreting design and construction contracts.

Company Description

- A Construction Specialist that strives to approach each project with strong technical expertise, planning and expert risk management.
- Specializes in commercial refurbishment, fitout, design and construction projects
- Committed on consistently delivering complex projects, bringing fresh ideas and a new way of thinking in to the construction industry.

Working environment

- This company is well-known for their unique approach to contracting and strong track record of project delivery. They are proud to have a diverse set of highly skilled team that works collaboratively throughout every aspect of the process.

Responsibilities

- Preparing and maintain contracts and subcontractor agreements and assist in the preparation of subcontract packages and manages the subcontract lifecycle.

Hiring organization

Franklin Smith Australia

Employment Type

Full-time

Duration of employment

ASAP

Industry

Construction

Job Location

Brisbane , Australia

Date posted

December 6, 2023

- Inform contractors and subcontractors of their obligations under these contracts.
- Manages the bidding process and sources cost estimates from contractors and suppliers to secure the best offers.
- Coordinating the negotiation of all contracts with internal and external partners
- Reviewing and updating existing contracts and prepare all contracts for execution.
- Assisting in drafting the scope of work and procurement schedules
- Managing paperwork associated with the full contract lifecycle, programs and projects and responding to any concerns or queries.
- Be the key contact for subcontractors, material suppliers, and Project Managers to ensure that goals and schedules are met.
- Negotiate commercial contract terms, conditions and pricing and follow up to ensure execution according to the negotiated terms

Qualifications

- Minimum of 5 years' experience as a Contract Administrator on commercial projects
- Fit out experience required in hospitality, retail & office fit outs
- Demonstrated performance in project execution from beginning to end
- Client relationship management experience
- Ability to work with others in a team environment
- A pro-active attitude with good communication skills and strong attention to detail
- Achieve targets whilst maintaining a high standard of quality

Job Benefits

- The company offers a market leading package, paying up to \$150,000 package and a strong career development plan that facilitates growth and professional development

Contacts

To apply for this role, send an updated CV via the apply now link or contact Tommy Pastura on 0451417075 or via email; tommy@franklinsmith.com.au