



<https://franklinsmith.com.au/job-board/contract-administrator-3/>

Contract Administrator

Description

MUST HAVE MULTI-RESIDENTIAL APARTMENT EXPERIENCE

About the role

A renowned property development and construction company is seeking an experienced **Contracts Administrator** to be an integral part of a multi-residential projects up to \$80m in **Queensland's Southeast Brisbane**.

The successful applicant will be joining an incredibly dedicated team that aims to provide a wide variety of career progression and continuously encourages their people to work on interesting and diverse projects.

Company Description

- A renowned property development and construction company that has been operating in Brisbane and the Sunshine Coast for over 20 years
- A company that prides on their team of fully-qualified industry professionals that can provide a complete end-to-end service to a vast client base

Work Environment

- A well-established business with deep roots in the SEQ region and possess a profound understanding of the Brisbane and Sunshine Coast markets.

Responsibilities

- Prepare and maintain contracts and subcontractor agreements
- Manages the bidding process and sources cost estimates from contractors and suppliers
- Help clients deliver complex projects with an early contract involvement approach
- Reviewing and updating existing contracts and prepare all contracts for execution
- Inform contractors and subcontractors of their obligations under these contracts
- Monitor and document all contractual disputes
- Act as the first point of call when disagreements arise

Hiring organization

Franklin Smith Australia

Employment Type

Full-time

Beginning of employment

ASAP

Industry

Construction

Job Location

Brisbane

Date posted

February 7, 2024

- Provide support and advice to management on contractual performance
- Explain terms and conditions to employees, managers and interested parties
- Provide cost saving options and overcoming any design implications
- Manage resources in the most cost-efficient manner

Qualifications

- Minimum of 2+ years' experience in the commercial/residential sector
- Proven record working on quality residential and commercial builds up to \$25m in value
- Sound knowledge in Australian standard construction contracts and Contract Law
- Strong understanding of contract terms and conditions, alongside a familiarity with the commercial and legal issues impacting business and the delivery of projects
- Broad commercial and negotiation experience
- Effective written, oral, and verbal communication skills
- Ability to interpret and apply contracts
- 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 healthy package paying up to **\$150,000 + Super** and a strong career development plan that facilitates growth and professional development.

Contacts

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