



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

Contract Administrator

Description

What you need to know

- A fully-owned subsidiary founded on delivery of quality service, value and innovation
- Committed to fostering their trusted reputation with over 50 years of industry experience
- Work on a large and diverse client base from government, health, education, building & construction, mining & resources and sport & entertainment
- Join a collaborative team and play a part in building a better future and creating value for our customers, our people, society and the planet

About the role

As a Contract Administrator, you will be responsible for developing, interpreting, reviewing and managing contracts in behalf of the company/business. In this role, you will ensure that all parties involved in the contract fulfill their particular directives, clauses and standards in a timely and professional manner. You will act as the point of contact for any contractual disputes and will assist with the construction litigation process. The ideal candidate must have a strong attention to detail and the ability to discover and assess risk to achieve desired outcomes.

Responsibilities

- Prepare and maintain contracts and subcontractor agreements
- Manages the bidding process and sources cost estimates from contractors and suppliers
- 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
- Provide support and advice to management on contractual performance
- Explain terms and conditions to employees, managers and interested parties
- Manage resources in the most cost-efficient manner

Qualifications

- Minimum of 5 years' experience as a Contract Administrator
- Sound knowledge in Australian standard construction contracts and Contract Law

Hiring organization

franklinsmith

Employment Type

Full-time

Duration of employment

Permanent

Industry

Construction

Job Location

Melbourne Based, Full-Time, Great Opportunity for advancement

Base Salary

100,000 dollars - **Base Salary**
120,000 dollars

Date posted

May 27, 2021

- 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
- High level of computer literacy (Microsoft Office, ERP, etc)
- 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

Contacts

About the company

The business has been providing innovative construction solutions for a number of projects from education, infrastructure, mining, resources to sports and community. With over 50 years of cultivated experience, the business is built on a foundation of quality service, value, innovation and is committed to fostering its trusted reputation.

In return you will receive a market leading salary and package inclusive of a strong base salary, superannuation, bonuses and car or car allowance. You will also receive world class training and development with opportunity for advancement in the business into further leadership roles. This is an opportunity not to be missed. To apply, send an updated cv via the link or contact Mick Donaghy on 0450294639.