

Franklin Smith

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

Contract Administrator

Description

SUCCESSFUL CANDIDATE MUST HAVE MULTI-RESIDENTIAL EXPERIENCE

About the role

Our client is one of Queensland's most awarded private residential property developers with an outstanding track record creating best-selling, lifestyle-driven development. They are seeking an experienced **Contract Administrator** to join their team in **Gold Coast**.

The successful applicant will be joining a close-knit group of hardworking team members. This is a permanent and full-time position that offers a competitive package.

Description

- A Brisbane-based developer with \$1billion worth of residential and mixed-use projects and is considered a significant employer and contributor to Queensland's economy.
- From design and construction to customer service and communication, the business is relentless in its pursuit of delivering quality service and projects
- Be part of a dynamic team that strives for continuous improvement and provides personal development opportunities and growth

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

- 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

Gold Coast , Australia

Date posted

December 6, 2023

- 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

- 3-5 years' experience as a Contract Administrator
- 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 market leading package, paying up to \$180,000 + Super 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