

Franklin Smith

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

Senior Contract Administrator

Description

SUCCESSFUL CANDIDATE MUST HAVE MULTI-RESIDENTIAL EXPERIENCE

About the role

Franklin Smith is proud to be working closely with one of Queensland's most awarded private residential property developers with an outstanding track record of creating best-selling, lifestyle-driven developments. They are seeking an experienced **Senior Contract Administrator** to join their team on the **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

- Assess subcontractor variations and prepare head contract variations
- Manages the bidding process and sources cost estimates from contractors and suppliers
- Awareness of commercial and legal issues pertaining to head contracts
- Inform contractors and subcontractors of their obligations under these contracts

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

- Identifying commercial risk and opportunity within contracts
- Monitor and document all contractual disputes
- Liaise with clients and build a strong relationship with all stakeholders
- Act as the first point of call when disagreements arise
- Provide support and advice to management on contractual performance
- Manage resources in the most cost-efficient manner
- Assist with administration of subcontract packages including progress claims, variation claims and other project related financial matters.
- Participate in the submission of monthly consolidated reporting in the areas of cash flow forecasting, variation status, contractual matters and cost analysis.
- Establish an effective site or office-based system for the effective administration of projects in line with company procedures and guidelines

Qualifications

- 3-5 years' experience as a Senior 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