



## CONTRACT ADMINISTRATOR

Hays • Sunshine Coast QLD



Base pay

\$90,000 - \$150,000



Work type

Permanent



Contract type

Not provided

### Job details



Date posted

01 Feb 2022



Expiring date

01 Feb 2023



Category

Construction



Occupation

Building Contracts Administration



Base pay

\$90,000 - \$150,000



Work type

Permanent



Job mode

Standard/Business Hours

### Full job description

#### Your new company

This is a great opportunity to join reputable builder on a landmark project in the Sunshine Coast; a vibrant addition to an existing coastal community, this is a project you want on your resume. With a local office they are well known throughout SE QLD for delivering a quality project and boast some enviable projects. This is no exception ...here is your chance to join a successful team on a key project.

#### Your new role

Based on site, this role will encompass all aspects of contracts admin. You will support the Senior Project manager with procuring trades, materials and scheduling works. You will also process variations, progress claims and ensure the project is running smoothly and efficiently, on time and to budget. You will work closely with a well-regarded PM and complement a high performing team, with a genuine opportunity for career progression.

#### What you'll need to succeed

To be considered for this role you must have experience as a Contract Administrator working on Commercial Construction Projects for the principal contractor. Experience with Unit developments would be advantageous, (but not essential) while a strong work ethic and "can-do" attitude are essential. A tertiary qualification, such as a Degree in Construction Management or Cert IV in Building and Construction would be well regarded. Only applicants with Australian experience will be considered, while a connection to the Sunshine Coast is preferred.

#### What you'll get in return

Salary will be commensurate with experience while a range up to \$140k base is possible for the right candidate. Progression into a more senior role is also very possible with this company; career development is encouraged and as

you prove yourself, so will your responsibilities and salary.

**What you need to do now**

If you're interested in this role, please click 'apply now' to forward an up-to-date copy of your resume. If this job isn't quite right for you but you are looking for a new position in Construction, then feel free to contact Richard Stone for a confidential discussion on your career; richard.stone@hays.com.au.

**LHS 297508** #2601291