



Contract Administrator

Hays • Melbourne CBD VIC



Base pay

\$55 - \$65 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

10 Mar 2022



Expiring date

10 Mar 2023



Category

Construction



Occupation

Building Contracts Administration



Base pay

\$55 - \$65 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Your new company

Hays have partnered with a reputable Tier 3 Builder, who specialise in Commercial Construction, accommodating Private Sector, Government and Defence projects all over Melbourne

Your new role

- Diverse Commercial New Build & Fit Out projects up to \$4m
- Tier 3 Builder with an excellent reputation
- \$50-\$65 + super per hour
- Flexible hybrid working arrangement
- 3-6 month contract with perm option available

What you'll need to succeed

- Minimum of 3 years' Contract Administration experience
- Exposure to Commercial Fit Out & Refurbishment Contracts
- Ability to multi-task and problem solve
- Able to work independently and effectively
- Solution driven approach
- Experience with Project and Site Management liaison

What you'll get in return

- Join a growing Commercial builder with excellent subcontractor relationships
- Develop your skills with a strong support network within the role
- Get paid for every hour you work - a great advantage over a salaried position
- Begin on a contract - Try before you buy! Permanent considerations for the right applicant

- 5 day weeks (if you are able to keep to deadlines)
- Exposure to a variety of Commercial construction projects

What you need to do now

If you are interested in the role, click apply now, send your CV directly to maurice.buchleitner@hays.com.au

Alternatively, if you just want to find out a bit more information, call Maurice Buchleitner on 0497 883 023.

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