



Contract Administrator

Hays • Eastern Suburbs Melbourne VIC



Base pay

\$80,000 - \$130,000



Work type

Permanent



Contract type

Contract

Skills

STRONG COMMUNICATION SKILLS

Full job description

Your new company

Hays have partnered with an established tier 3 builder who specialise in delivering Commercial and Apartment projects up to \$40M. Due to multiple recently won projects, they are looking to bring on a Contract Administrator to work on up and coming jobs. This is a newly created role due to business growth. The live projects available are based in Richmond, Collingwood and Doncaster (\$10M-\$30M).

Your new role

- Order materials, equipment and track financial performance
- Finding and signing up trades and contractors
- Work in the office and on site to oversee project from commencement to completion
- Monitor compliance with building and safety regulations
- Managing variations and progress claims

What you'll need to succeed

- 3+ years' local experience building apartments over \$5M as a Contract Administrator
- Tertiary qualification relevant to construction/trades background
- Ability and ambition to commit long-term to the business and progress through
- Ability to work in a high-pressure environment
- Strong communication skills

What you'll get in return

Job details



Date posted

30 Sep 2021



Expiring date

30 Sep 2022



Category

Construction



Occupation

Building Contracts Administration



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Work type

Permanent



Job mode

Standard business hours



Work Authorisation

Australian citizen / Permanent resident

- A growing business with lots of stable work coming through
- Repeat clients who come back to them due to the way their builds are managed
- A company with strong financials and a solid base of reliable subcontractors
- Directors who have worked for top tier builders who have very high standards
- Join a business with extremely low staff turnover
- Clear progression opportunities
- Most staff members have come from large builders, they enjoy the flexibility and relaxed nature of working for a smaller company but still on sizeable projects

What you need to do now

If you're interested in finding out more, please call Will Walker confidentially on 0472 723 685.

Please send your CV to will.walker@hays.com.au

Alternatively, click "apply now."

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