



Contract Administrator

Hays • Melbourne CBD VIC



Base pay

\$140,000 - \$160,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

21 Sep 2021



Expiring date

21 Sep 2022



Category

Construction



Occupation

Building Contracts Administration



Base pay

\$140,000 - \$160,000



Work type

Permanent



Job mode

Standard/Business Hours

Full job description

Your new company

This well-established, National organisation are a reputable and sought-after Tier 3 Commercial builder located in the Eastern suburbs. They specialize in the delivery of a diverse range of projects with a strong emphasis on Education and Aged Care projects to the value of \$40M. This company pride themselves on their client relationships which they've increasingly strengthened by delivering an exceptional quality of service from start to finish. Their down to earth management, positive culture and clear career progression opportunities make them an employer of choice for construction professionals today. A position now exists for a Contract Administrator to join the team in the Eastern suburbs on a permanent basis.

Your new role

You will be responsible for:

- Preparation of scope of works, subcontractor packages and procurement schedules
- Progress claims and variations
- Excellent communication skills
- Administration of RFI's to clients, consultants and architects
- Working alongside the PM to ensure smooth operations
- Reporting into the Commercial Manager

What you'll need to succeed

- Tertiary qualification relevant to Construction
- Proven experience in a Contract Administrator role in Australia (interstate candidates welcome)
- A strong ability to liaise with a range of stakeholders and subcontractors
- An attitude which reflects our client's culture which is positive and solutions focused

What you'll get in return

- A company who have a strong emphasis on gender equality
- A close knit, social team who attend various social events including football, fundraisers, BBQ's, Friday drinks and more
- The opportunity to on board a well-established company during their growth phase
- A company who appreciate work life balance
- Exposure to a broad range of projects
- Exceptional training and development opportunities
- A working environment that will support your progression within the business
- The most up to date and innovative software in the Construction industry

What you need to do now

- Call Charlotte Baker on 03 9642 4066
- Send your CV in word format to Charlotte.baker@hays.com.au
- Refer a friend

If you're just seeing what's out there, feel welcome to call me for a discussion on other suitable vacancies, market trends or salary advice.

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