



Contract Administrator

Hays • Melbourne CBD VIC



Base pay

\$110,000 - \$120,000



Work type

Permanent



Contract type

Contract

Job details



Date posted

09 Mar 2022



Expiring date

09 Mar 2023



Category

Construction



Occupation

Building Contracts Administration



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\$110,000 - \$120,000



Contract type

Contract



Work type

Permanent



Job mode

Standard business hours



Work Authorisation

Australian citizen / Permanent resident

Perks

Table tennis

Skills

OPERATIONS

Full job description

Your new company

This organisation really are something special. Definitely not your typical Tier 3 Commercial builder. They have an incredibly dynamic and innovative approach to the delivery of their projects which vary across the commercial new build and fit out space to the value of \$30M. Having experienced significant growth over the past 9 years, they're currently seeking two, experienced Contract Administrators to join the team.

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

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 clients culture which is positive and solutions focused

What you'll get in return

- A company who are experiencing significant growth
- Brand new, massive, modern offices located in Melbourne's inner East
- Office includes outdoor pool, beer taps & bar, table tennis table and modern design
- Diversity in project exposure! Don't get pigeon holed in apartments
- Strong emphasis on staff engagement- nice dinners and strong, inclusive culture
- No one has EVER been let go due to a lack of work
- Only 4 people have left the organisation over a 9 year period
- Friday night drinks
- A company with an extremely solid financial track record
- A strong pipeline of work
- Projects programmed properly to avoid a mad rush at the end of the project

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to sana.khan@hays.com.au

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