

## Contract Administrator

Hays • Melbourne CBD VIC



Base pay

\$90,000 - \$130,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**03 Aug 2021**



Expired On

**03 Aug 2022**



Category

**Construction**



Occupation

**Building Contracts Administration**



Base pay

**\$90,000 - \$130,000**



Contract type

**Permanent**



Work type

**Full time**

### Full job description

#### Your new company

For over 60 years, this reputable Tier 2 D&C builder has successfully delivered a variety of Commercial, Industrial, Retail and Residential projects. This nationally recognized builder are considered a leader in their field, widely recognized for their resourcefulness, commitment to their clients and the quality of work they produce. Due to significant growth and a very strong pipeline of projects, a permanent position now exists for a Contract Administrator to join the team.

#### Your new role

- Reporting directly into an experienced Project Manager
- Online and on the job training provided
- 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

#### What you'll need to succeed

- Tertiary qualification relevant to Construction
- Proven experience in a Contract Administrator role in Australia
- Ideally exposure to D&C projects (preferred but not essential).
- 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

- The opportunity to join one of Melbourne's most reputable commercial builders
- A company who will support and develop your career within the

business

- Modern, state of the art offices that offer parking for all staff
- A strong emphasis on family values and autonomy
- Fully functional gym within the office for all employees to enjoy
- A financially strong organisation with over \$450M work in the pipeline
  
- A working environment that will support your progression within the business
- Management who are down to earth, approachable and understanding

**What you need to do now**

- Email your CV in word format to [Charlotte.Baker@hays.com.au](mailto:Charlotte.Baker@hays.com.au)  
[mailto:Charlotte.Baker@hays.com.au]
- Call Charlotte on 03 9642 4066 for a confidential discussion regarding this role or other suitable roles that are available

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