

Contract Administrator

Core Talent Pty Ltd • Brisbane QLD 4000



Base pay

\$90,000 - \$120,000



Work type

Full time



Contract type

Not provided

Job details



Date posted

26 May 2022



Expired On

25 Jul 2022



Category

Construction



Occupation

Building Contracts Administration



Base pay

\$90,000 - \$120,000



Work type

Full time



Job mode

Permanent



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Full job description

Core Talent are recruiting a Contract Administrator for a highly reputable National Residential Builder who deliver over 2,000 projects per year. Due to the increase in projects across Brisbane they have the ability to take on 3 x Contract Administrators delivering projects from apartments, townhouses and traditional homes.

The Role:

- Develop, review and negotiate variations to contracts, programs, projects and services
- Management of trades and subcontractors
- Respond to inquiries and resolve problems concerning contracts, programs, projects and services
- Liaison with the Project Manager to ensure budget and deadlines are met
- Coordination of all site logistics, materials and resources are allocated
- Liaison between internal business parties and external vendors and supplies, making sure that conditions are correctly documented and followed through.

The Requirements:

- Minimum 2+ years Contract Administrator experience
- Project experience must include homes, apartments or townhouses
- Excellent written and verbal communication
- Ability to build working relationships with internal team, sub-contractors, clients and consultants
- Strong work ethic
- Excellent time management

In return:

- Above market salary

- Excellent work culture
- Ability to progress within the company
- Flexible working arrangements

If you are interested, please "apply" now or send your CV .