

Contract Administrator

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Company: CGC Recruitment

Location: Australia

Category: business-and-financial-operations

The company

Established over 50 years ago this large tier 1/ tier2 builder are one of Australia's leading contractors and have one of the best reputations in the country. With endless land mark projects under their belt they are continuing to secure project after project throughout Australia and find themselves in a great position for the next 3 years.

They currently operate in every state in Australia and delivering projects between \$10M and \$300M and they attract some of the best operators in Australia by being able to offer landmark projects.

The role – Contracts Administrator

Their QLD operation has been particularly busy, and they have been rewarded for their hard work b recently securing a large commercial build valued near to \$500M 30 minutes from the southern end of the sunshine coast. They are looking for a Contracts Administrator to join the commercial team on this project.

If you live at the southern end of the sunshine coast, or northern Brisbane then this commute is easily manageable.

To be successful for the role of Contract Administrator you will need:

A construction related degree

A minimum of 5 years experience as a Contract Administrator

Previous Experience with a well known builder

Experience on projects of \$10M plus

Stability on your CV

Able to work in a team

Good communicator

Able to complete cost reports

Be well presented as you will be dealing with the client

This is a fantastic opportunity for Contract Administrator to join one of Australia's largest builders who can offer a long run of work and a structured career path in QLD.

If you are keen to hear more about these roles please email your CV to david.hope@cgcrecruitment.com or call for a confidential discussion on 0406665799.

For any other related construction roles please visit www.cgcrecruitment.com

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