

Contracts Administrator

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Company: Ivory Group

Location: Australia

Category: business-and-financial-operations

Job description **ABOUT THE COMPANY.**

With just under a decade of experience, this recognised builder is renowned for their expertise in the commercial sector across New South Wales. This company specialises in delivering high end fit-out and refurbishment projects across multiple sectors including commercial, retail, government, defence, education, health and hospitality, valued between \$5M-\$20M. Having secured a robust pipeline of exciting projects, this close knit, supportive company is seeking to employ a driven Contracts Administrator with aspirations to grow into a Project Manager to oversee the delivery of these projects.

ABOUT THE POSITION.

As the Contracts Administrator, you will report to the Project Manager and work collaboratively with the site and project team to deliver multiple projects across NSW, right from the design stages through to completion. These ongoing projects range from \$5M - \$20M. You will liaise with the client and the project team to ensure that the project is delivered to a high standard.

DUTIES.

RFI's, budgeting, and forecasting

Variations

Procurement

Programming

Cost control

Client management

SKILLS & EXPERIENCE.

Tertiary or Trade Qualification in a building related discipline is preferable

Proven record as a Site/Contracts Administrator/Junior Project Manager or similar

Showcase a strong track record of stability with previous employers

CULTURE.

This company celebrates a culture that promotes inclusion, fairness, recognition, and supportive style management that brings out the very best in their employees. As such, this company is seen as an employer of choice and boasts excellent staff retention and longevity.

BENEFITS.

Attractive and competitive salary package

Excellent platform for professional career development

Stable and secure permanent opportunity with a strong pipeline of work

Enviably culture

HOW TO APPLY.

Click Apply” or contact Georgia Siderovski on (02) 9231 4999 for a confidential discussion.

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