

Contracts Administrator

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Company: Qld Caulking & Cleaning Group

Location: Brisbane

Category: other-general

Job details Here's how the job details align with your profile . Pay \$72,000 a year Job type Permanent Part-time Location Full job description Company description QLD Caulking & Cleaning Group is a leading provider of caulking and cleaning services, dedicated to enhancing the aesthetics and longevity of residential and commercial properties. We are looking for a Contracts Administrator to join our team on our office in Carindale QLD. As a Contracts Administrator, you'll play a pivotal role in our organization's success by managing contracts with precision and diligence. Your responsibilities will encompass a broad spectrum of tasks aimed at ensuring the smooth execution of projects and maintaining strong client relationships. Duties and Responsibilities Reviewing variations to contracts and projects, ensuring they align with the original agreements and meet the organisation's objectives. Responding to inquiries and resolving problems directly related to contracts, ensuring compliance with contractual obligations, and mitigating risks. Managing contract documentation, including drafting, organising, and maintaining records, to ensure accuracy and accessibility. Collaborating with various stakeholders to ensure project objectives align with contractual requirements and organisational goals. Providing expertise on contractual matters and recommending strategies to senior management to optimise contract performance and mitigate risks. Monitoring contractor performance, ensuring compliance with contractual terms, and reporting any deviations or changes to work orders to stakeholders Managing office space contracts, including negotiating lease agreements, ensuring compliance with leasing terms, and coordinating office relocations or expansions as needed Skills Required If you're detail-oriented, adept at problem-solving, and thrive in a dynamic environment,

this role is for you. Education and Previous Experience Required · Relevant Industry Qualifications · At least 2 years of experience in a similar role Working Arrangements · Location: 36 Southview Crescent Carindale 4152 (site visits to the undergoing projects) · Full-time hours: 38 hours per week · Job Types: Full-time, Permanent · Salary: \$72,000 per year plus superannuation and \$15,620 food and transport allowances The applicant needs to have full working rights. Summary of role requirements: Looking for candidates available to work: Monday: Morning, Afternoon Tuesday: Morning, Afternoon Thursday: Morning, Afternoon Friday: Morning, Afternoon 1 year of relevant work experience required for this role #J-18808-Ljbffr

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