

Contracts Administrator

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Company: Ivory Group

Location: Central Coast

Category: other-general

Job description ABOUT THE COMPANY. With an extensive history spanning over three decades, this recognised builder is renowned for their expertise in the commercial sector across New South Wales. This company specialises in delivering high end commercial new build, fit-out and refurbishment projects valued between \$5M-\$30M. 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 - \$30M. 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 Minimum 3 years experience 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

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