

## Contracts Administrator

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Company: Surf Life Saving Queensland

Location: Central Coast

Category: other-general

SLSQ is seeking an experienced contracts administrator to join our Facilities team! About SLSQ: Surf Life Saving Queensland employs over 550 people throughout Queensland. SLSQ is an efficient and vibrant organisation servicing 35,000 members. It was formally established in 1930 and is the governing body for surf lifesaving in Queensland, comprising 57 affiliated surf lifesaving clubs in six regional branches. The organisation also includes supporters' clubs and a range of programs that involve more than 462,000 participants. SLSQ is directly affiliated with Surf Life Saving Australia (SLSA) and the International Life Saving Federation (ILF). Surf Life Saving Queensland is built on a fundamental principle: to save lives. Our organisation encompasses several diverse arms – lifesaving services, community education, membership services, surf sports, fundraising and commercial training. About the Role: Reporting to the Facilities team, this role will be providing procurement/contract administration services for Surf Life Saving Queensland. The role will ensure construction projects adhere to contractual obligations and are completed to budget and schedule, as well as overseeing and administering all aspects of contracts and agreements related to SLSQ construction projects. This role will be on a Full-Time Fixed Term Contract for 1 year. Key Responsibilities: Prepare procurement documentation and tender documents, facilitate tender evaluation and negotiate contracts to mitigate risk and provide value for SLSQ. Source and place orders for all goods and services to meet operational requirements. Provide operational information to the Facilities team, in relation to supplier performance, quality, compliance to specifications and pricing. Ensure all procurement activities are conducted within delegations of authority and that appropriate approvals have been provided prior to

issuing purchase orders for goods or services. Work directly with SLSQ's Development Manager, key stakeholders, and report to the Facilities committee. Contract management and compliance. Required Education & Experience: Bachelors' degree in construction management, business or related field (Essential). Proven experience in contract administration within the construction industry (Essential). Strong understanding of construction contracts, terms and legal requirements (Essential). Strong computer literacy and advanced knowledge of the Microsoft Office suite of programs, in particular Word, Excel, Outlook and Power-Point (Essential). Strong communication and negotiation skills. Strong accuracy and attention to detail (Essential). Outstanding organisational skills and time management, with ability to plan and prioritise workloads to meet various deadlines (Essential). Ability to work autonomously. Working with Children Blue Card (Essential). BEACH SAFETY WHO WE ARE #J-18808-Ljbffr

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