

Contracts Administrator

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Company: Ugl Pty Limited

Location: Perth

Category: other-general

Job Description - Contracts Administrator (259152)

Contracts Administrator - 259152

UGL's Utilities Operations & Maintenance business is expanding into Western Australia to bolster our capacity to deliver maintenance and construction services for overhead powerlines. As we prepare for this exciting new phase, we invite you to join us right from the beginning.

Our team works hard and celebrates successes and efforts. If you are looking for a bright future and opportunity to grow your career, then join UGL – a great place to work!

The Role Take this newly created Contract Administrator role and run with it! Based at our Canning Vale office, reporting to the Program Manager & with guidance of the Commercial Manager, you will support the project with contractual administration and compliance of subcontractor and suppliers.

Responsibilities Assist with the procurement function incorporating subcontractors, suppliers and management of goods & services to ensure productivity Develop, report, and manage key critical productivity data analytics for delivery of services Support and coordinate the review and timely approval (or dispute) of payment claims Manage and monitor contract securities, insurances, claims and variations. Assist the team in Month end reporting About You 7 + years' experience in a Contracts Administration role with exposure to maintenance services & Infrastructure construction environments Demonstrate the ability to interpret and apply contracts Have a solid understanding of cost control function in relation to payment of subcontractors and suppliers You are a self-starter with a firm approach in

upholding governance. You are a pro with the MS Office suite of apps and have used SAP Discounted private Health insurance Salary Continuance Insurance Flexible Work Arrangements Salary sacrifice Novated leasing A Strong Health and Safety Culture Dedicated Wellness Program Educational and leadership development opportunities The chance to join an 8,000+ strong organisation owned by the CIMIC Group UGL is well-known and respected for providing end-to-end engineering, construction, and maintenance services within, rail and transport, communications and technology systems, oil and gas, power, renewables and resources, water, and defence markets. UGL partners with some of the world's largest blue-chip companies and government agencies, private enterprises, and public institutions. At UGL, we value diversity – in the backgrounds, ideas, work styles and perspectives of our team. We are an Equal Opportunity Employer and strongly encourage people with disability, Aboriginal & Torres Strait Islander people, mature aged workers, and people from culturally diverse backgrounds to apply.

Job Reference: 259152

Discipline : Contracts Administrator

Primary Location Primary Location : Australia-WA-Perth CBD, Inner & Western Suburbs

Work Type Work Type : Full-time

Need assistance applying or registering? See our FAQ

#J-18808-Ljbffr

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