

Contracts Administrator

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Company: Acciona S.A

Location: Sydney

Category: other-general

ACCIONA is a global company, leading in the development of regenerative infrastructure that creates a positive impact on society. Our workforce consists of more than 45,500 professionals, present in more than 40 countries across the five continents, all contributing in our mission to design a better planet. Are you a passionate individual who wants to make a difference, promote sustainable development, and find solutions to the biggest global challenges including climate change, overpopulation, and water scarcity? Come and join us in building the infrastructure our planet needs to achieve a sustainable future. Job

Description Great team.

Join a growing business.

The Opportunity Are you ready to embark on a pivotal role as a Contracts Administrator?

Join our dynamic team and play a vital part in driving the success of our Commercial team.

We're seeking an individual who can help us continually enhance our Contracts & Procurement processes, spot opportunities early, and ensure that our contracts management is second to none, minimizing risk and maximizing gains.

Key accountabilities: Full contract lifecycle management, from pre-award negotiations to post award management whilst ensuring Acciona policies and procedures are adhered to.

Maintain a secure document repository by scanning and storing all sub/contracts in line with our business protocols.

Provide invaluable support to the project team in managing subcontractor and supplier payments, ensuring compliance with contract terms.

Collaborate with the project team to ensure subcontractors adhere to all subcontract terms and maintain a register of variations.

Cultivate and nurture positive relationships between the Alliance, the Project Owner, and key stakeholders.

Required Skills and Competencies Tertiary qualification in Commerce or relevant discipline.

Experience in a similar and experience in construction or manufacturing would be highly desirable however not essential.

Experience in successful application of contract systems and procedures so that tracking and reporting is accurate to inform decisive and positive actions in the management of cost and forecast.

Excellent interpersonal skills, enabling you to maintain effective communication with all levels of the organisation.

ACCIONA has been given the Top Employer 2022 & 2023 certification in Australia, which certifies the company's commitment to excellence in human resources management and those who focus on putting their people first through their exceptional HR policies. Since establishing a presence in Australia in 2002, ACCIONA has made significant investments in local opportunities and project development. ACCIONA employs more than 3,000 people in its renewable energy, infrastructure and water projects across Australia & New Zealand. We are an Equal Opportunity Employer and promote equality and diversity. Indigenous Australians and candidates from minority groups are encouraged to apply.

#J-18808-Ljbffr

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