

# Australia Jobs Expertini®

## Contracts Administrator

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Company: Sapro Australia

Location: Sydney

Category: other-general

Requirements:

- Diploma or Degree in a related field
- A minimum of two years' experience in a similar role
- Proven experience in contract administration, preferably in a similar import and distribution environment
- Strong understanding of contract law and legal principles
- Excellent negotiation skills with the ability to influence and persuade stakeholders
- Exceptional attention to detail and accuracy in documentation and record-keeping
- Effective communication skills, both verbal and written, with the ability to convey complex information clearly and concisely
- Proficiency in Microsoft Office Suite and contract management software
- Ability to work independently and collaboratively in a fast-paced, dynamic environment
- Strong organisational and time-management skills, with the ability to prioritise tasks effectively

Responsibilities:

**Current Opening:** This opportunity is a full-time position (38 hours a week)

- Develop, review, and negotiate contracts with customers, suppliers, and manufacturers to ensure compliance with company policies and legal requirements
- Oversee the execution of contracts, including monitoring key milestones, deliverables, and obligations to ensure timely fulfillment
- Cultivate and maintain positive relationships with customers, suppliers, and manufacturers through effective communication and collaboration
- Identify and mitigate potential risks associated with contractual agreements, proactively addressing issues to minimize disruptions to business operations
- Coordinate the renewal or amendment of existing contracts as needed, ensuring alignment with evolving business needs and objectives
- Manage the paperwork and maintain accurate records of all contracts, amendments, and related correspondence, ensuring documentation is organized and accessible for reference
- Work closely with the

management and advise the management if any matters require attention regarding preparing and implementing contracts• Monitor contract performance, including deliverables, milestones, and payments, and address any deviations or discrepancies• Evaluate the performance of contracts against established metrics and objectives, providing regular reports and insights to management• Identify opportunities for process optimization and efficiency gains within the contract management function, implementing best practices and standard procedures where applicable• Provide guidance and support to the team on contract interpretation, compliance, and dispute resolution as neededBenefits:• Salary: The role offers a remuneration package ranging from \$70,000 - \$80,000 p.a.+ Super, plus superannuation for a 38-hour work week

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