

# Australia Jobs Expertini®

## Contracts Administrator

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Company: Sapro Australia

Location: Sydney

Category: other-general

SAPRO Australia is a leading importer and distributor of high-quality products sourced from South Africa. We specialise in bringing unique and sought-after goods to the Australian market, catering to a wide range of customers across various industries. Our commitment to excellence and reliability has positioned us as a trusted partner in the import and distribution sector. The company is based in the Frenchs Forest, NSW, 2086 area and we are conducting a search for a dedicated and skilled Contracts Administrator.

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

### Position Responsibilities and Tasks

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 needed.

**Qualifications and Skills:** 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. **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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