

Contracts Administrator

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Company: Michael Page

Location: Western Australia

Category: other-general

About Our Client A local government located to the south of Perth, they boast a diverse range of residential, commercial, and industrial areas complimented by beautiful natural landscapes. Such diversity has created a strong pipeline of Maintenance and Civil Projects predominantly pertaining to drainage/flood mitigation systems, road construction and pathway maintenance/construction. Job Description Balanced across project management and contract administration the role will focus almost exclusively on civil contract packages and projects. The responsibilities of the role will include but will not be limited to the following: Complete management of an existing portfolio of civil infrastructure maintenance contracts with a strong focus on the review of contractor performance and effective stakeholder engagement. The role will have a post-award focus, however the ability to effectively manage the tender/proposal process including the creation of contract specifications, quality standards and performance criteria would be highly desirable. Effective management of project operations to ensure the works and services are progressing in accordance with the determined estimates, OHS regulations and quality control parameters. The Successful Applicant The duality of the role enables a variety of applicants to be considered. The successful individual will demonstrate the following: Tertiary qualifications within civil engineering or the equivalent experience within the end to end management of civil and maintenance contract packages. Previous exposure or the ability to articulate an understanding of the implementation of drainage/flood mitigation systems or road/pathway maintenance and construction. Previous project management experience would be considered highly desirable.

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