

JOB TITLE Contract Administrator

DATE June 2025

REPORTS TO Project Manager

JOB DESCRIPTION

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| Purpose of role | <ul style="list-style-type: none">• The Contract Administrator is responsible for the successful contract administration of a project whereby all required project head and subcontract documentation and instructions are administered in a timely manner to ensure smooth operation of projects and is a key support to the Project Manager through the application of knowledge, skills, tools, and other administrative techniques against project activities to meet the project requirements safely and correctly. |
| Main duties and responsibilities | <ul style="list-style-type: none">• Negotiate contract terms with internal and external business partners• Review and update existing contracts• Explain terms and conditions to managers and interested parties• Ensure that employees understand and comply with company contracts• Analyse potential risks involved with specific contract terms• Stay up-to date with legislative changes and coordinate with the legal department as needed• Ensure all deadlines and conditions described on contracts are met (e.g. payments and shippings)• Maintain organized system of physical and digital records• Create language standards for existing and new contracts |
| Other duties | <ul style="list-style-type: none">• Fulfil other duties as required by management and other department personnel as requested/required. |

PERSON SPECIFICATION

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| Qualifications | <ul style="list-style-type: none">• Degree in Building or Engineering or equivalent |
| Experience | <ul style="list-style-type: none">• Has 2 years' experience as a Contract Administrator.• Experience working on high end mid-tier residential developments over \$10m |
| Knowledge | <ul style="list-style-type: none">• Knowledge of construction, project administration processes, means and methods• Proficiency with the application of construction management software packages including Jobpac, Cubit, Aconex and the like and of computer software MS Office, including MS Outlook, Word, Excel and Project• Work Health and Safety and Environmental Regulations, Legislations and Standards• Industrial Relations Standards and company Industrial Relations policies• How to read, interpret and explain building plans |

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Alignment with the company's values and beliefs including raising standards
- Diligence and professionalism in the pursuit of their job and project outcomes
- Ability to assist with other duties related to their area of employment, such as assist with keeping their area neat and tidy and assisting other employees with workloads when required.
- Is ready to take on new challenges and is willing to learn
- Has a great work ethic
- Can adjust to change
- Takes responsibility for their own actions.
- Is honest and acts with integrity
- Self-motivated and driven.

Other

- Professional approach.
- Ability to work under pressure.
- Confident manner.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

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Employee

.....
Date

SIGNED BY MANAGEMENT

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Manager

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Date