

Contracts Administrator - NSW

Walton Construction is a values based construction company which constantly strives to improve its performance to become 'Contractor of First Choice'. We seek a like minded person to fill this newly created role.

The Contract Administrator reports to the Project Manager and works as a member of the construction team along with the Site Manager.

The Contract Administrator is responsible for: -

- * Liaison with the Site Manager on programming,
- *Ensuring drawings and specifications are clear, *carrying out the tendering process for major trades and letting contracts,
- *Ensuring forward planning of trade works and supplies to minimise delays,
- *Scheduling meetings with relevant parties, *monitoring the project budget and preliminaries budget with the Site Manager , *assisting the Site Manager with quality control of trade works and supplies.
- *Managing project variations and evaluating progress claims along with the Site Manager.
- *Ensuring record keeping and filing is complete.

At least 2-3 years experience in the building and construction industry is mandatory.

The initial work for this position will be schools projects, and you will have experience in letting contracts for all trades regarding work in the \$1M - \$3M range.

You will need excellent team skills and the ability to self direct your work to achieve set deadlines.