



## **Position Title: CONTRACT ADMINISTRATOR**

### **Main Purpose of the Role:**

The role is responsible for the day to day administration and financial control of projects.

### **Selection Criteria:**

#### ***Qualifications, Experience and Knowledge:***

1. Hold a Bachelor Construction Management or Engineering, or another relevant qualification.
2. A minimum of 5 years experience in a similar role in the Construction or Engineering industries.
3. Possess an understanding of cost reporting and building contracts and have commercial/financial sense.
4. Possess a high level of computer literacy (MS Office including MS Project) with a working knowledge of CHEOPS or another building administration software package being highly desirable.

#### ***Personal Attributes:***

1. Possess the ability to maintain a strong attention to detail and a commitment to quality assurance procedures.
2. Sound oral and written communication skills including the ability to liaise effectively with subcontractors.
3. Possess the ability to manage time effectively, meet deadlines and stay calm and organised while working under pressure.
4. Self motivated with the ability to use initiative to solve problems.
5. Possess a strong work ethic and a positive, customer focused and flexible approach.
6. Hold a current Driver's Licence and be willing to travel to different sites.