

**Position:** **Contracts Administrator**

**Job Number:** CA5511001

**Location:** Perth

**Schedule:** Full time

**Description:** My client is a multi award-winning Company who is expanding its commercial activities. For this reason, they are in the process of recruiting an experienced **Contracts Administrator** for their Perth office.

My client offers the applicant an opportunity to be involved in multiple aspects of the Company and would suit a team player.

The successful applicant will need to be highly organised, committed, hardworking and enjoy working autonomously as well as within a team environment.

**Duties include:**

- Reading and interpreting contracts and documentation.
- Negotiating with key contractors and suppliers.
- Processing of progress claims and contractors invoices.
- Day to day administrative support to the Contracts Manager.

**Experience:**

To succeed in this role, the applicant will need to have intermediate experience with MS Office.

Knowledge of Industry-specific software such as estimating and project management packages.

Strong communication and problem solving skills will be advantageous.

**Salary:**

An attractive package will be negotiated with the successful candidate

**Applications:** Email your resume in the strictest confidence to [Shirley@exemplar.com.au](mailto:Shirley@exemplar.com.au).