

Position: **Contract Administrator**

POSITION OBJECTIVES:

To ensure that company objectives for Profit, Program, Quality, Safety and Environmental performance for each project are achieved

REPORTS TO:

Contract Manager

SUPERVISES:

N/A

RELEVANT PROCEDURES:

Management System Manual and referenced documents

ROLES AND RESPONSIBILITIES	
1	<p>Overall responsibility for supplier and subcontractor management.</p> <ul style="list-style-type: none"> • Selection of Subcontractors and Suppliers • Prepare Pre-award Checklist Subcontract > \$ 50,000 • Prepare Subcontract Agreements and scope of works • Subcontractor meetings • Control and distribute relevant drawings • Compile the Handover Checklist at practical completion • Review subcontractor performance
2	<p>Programming / Scheduling.</p> <ul style="list-style-type: none"> • Prepares and updates the Procurement Schedule
3	<p>Financial Control</p> <ul style="list-style-type: none"> • Raises, issues and reconciles Purchase Orders • Subcontractor and Supplier Reconciliation. • Subcontractor and Supplier Reconciliation Log. • Monitor and record Subcontractor and Supplier Progress Claims and Variations. • Issue Form of Release by Subcontractor
4	<p>Client Liaison</p> <ul style="list-style-type: none"> • Site Meetings. • Contractual Negotiations and Correspondence. • Prepare and monitor Technical Queries.
5	<p>Safety and Environment</p> <ul style="list-style-type: none"> • Select Subcontractors and Suppliers with capability to meet Safety and Environmental requirements • Ensure subcontractors are aware of Site Safety and Environmental responsibilities.
6	<p>Human Relations and Industrial Relations</p> <ul style="list-style-type: none"> • Ensure good Human Relations / Industrial Relations Management Processes.

Position: Contract Administrator**SELECTION CRITERIA****SKILLS AND ABILITIES**

- Proven track record in Project Management for Commercial Construction Projects.
- High Level communication skills.
- High Level interpersonal skills.
- Demonstrated track record for handling Human Relations and Industrial Relations issues.

QUALIFICATIONS

- Prefer professional qualification in building or related Industry.

EXPERIENCE

- Prefer 5 years experience within the construction industry

AUTHORIZED BY: General Manager**DATE: May 2007**