

Job Description: Contract Administrator

Job Summary/Objective:

Responsible for developing, interpreting, reviewing, negotiating and managing contracts on behalf of the organisation. The overall role of a Contracts Administrator is to ensure that all parties fulfil the particular directives and standards in a contract.

Responsibilities & duties:

- Manage paperwork associated with contracts, programs and projects and responding to any concerns or queries
- Supervise and manage work (and variations to work orders) undertaken by contractors
- Analyse potential risks involved with specific contract terms
- Maintain the filing of hard or soft copy contracts
- Liaise with subcontractors, material suppliers, trades, project managers and engineers to ensure goods, services and projects are delivered in line with agreed terms and conditions
- Monitor all contract deadlines and conditions to ensure timelines are kept and all relevant payments or information have been met

Skills/Attributes required:

- Proven work experience as a Contract Administrator, Contract Manager or similar
- Knowledge of legal requirements involved with contracts
- Familiarity with accounting procedures
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Excellent analytical and time management skills
- Ability to work with varying seniority levels, including staff, managers and external partners
- Experienced with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)

Qualifications/Experience required:

- Bachelor's degree preferably Business Administration, Law/Legal (non construction Contract Administrator roles)
- Bachelor's degree in building and construction or engineering (construction Contract Administrator roles)
- 2+ year(s) experience in contract administration / management (preferred)