

*"We Specialise in People"*

## CONTRACTS ADMINISTRATOR

Our client is a locally based building company specialising in commercial, industrial, residential and government projects.

They are currently seeking an experienced **Contracts Administrator** to join their team in Mackay on a full time temporary basis that could lead to a permanent position.

### REQUIREMENTS INCLUDE:

- Ability to read drawings and perform take off's
- Ability to handle several contracts in various stages of formation
- Tendering
- Preparing contracts
- Liaising with sub contractors
- Variations and cost forecasts.

Specifically, you will be looking after the procurement of subcontractors, tender analysis, contract negotiation and the letting of contracts through to final accounts whilst working together with the Project Manager.

**Experience in the construction industry would be considered advantageous but is not essential.**

**If this position is suited to you, please submit your resume to  
[office@hayeshr.com.au](mailto:office@hayeshr.com.au)**



 **HAYES HR** PTY LTD

[www.hayeshr.com.au](http://www.hayeshr.com.au)