



Contracts Administrator

Don't have a resume, don't worry - call Anthony on 02 9400 0888 for a confidential chat.

If you are looking for variety of work, stability, work life balance and long-term employment, with the opportunity to continue to develop your career, then we would like to hear from you! Impero Constructions has a strong pipeline of ongoing and up & coming work means that we are growing. This growth has created exciting opportunities for a range of site and project related position vacancies across the company.

Benefits

- Generous salary based on experience + super!
- Permanent role with career progression!
- Great company culture & enjoyable workplace environment!
- Brand new state of the art office based in Darlinghurst!

The Impero Difference

Work for Impero Constructions and you will be joining a company with 15+ years of proven excellence specialising in high-end architecturally designed residential projects across Sydney. Building an outstanding reputation over the years through numerous industry awards, our staff are a team of professionals committed to bringing value to our clients as well as providing creative and practical solutions that meet or exceed the needs of each project. We offer our clients the highest quality building services which sets Impero apart from the rest.

Culture

Enjoy working for this family orientated company where team work and a great work culture is a requirement. We aim for our staff to have a good work-life balance and are renowned for the long-term tenure of our employees.

About the role

The Contract Administrator is responsible to provide support to management in the completion of administrative tasks and the achievement of contract execution in accordance with contract terms throughout the lifecycle of multiple large-scale construction projects.

Key Responsibilities

- Develop, prepare, and review contracts, subcontractor packages, scopes, and procurement schedules, ensuring they comply with relevant laws and codes
- Review contract estimates, including proposed materials and costs
- Drafting and negotiation of subcontracts and subsequent administration
- Actively engage with the site teams to understand the delivery requirements and timings
- Forecast and manage expenditure, along with financial reporting
- Review, negotiate, and finalisation of subcontractors and suppliers
- Analysis of packages for cost savings and analysis of tenders including subcontractor recommendations
- Ensure constant review of Project Budgets & identify potential cost savings
- Manage all cost and contractual matters ensuring project costs, revenues, claims, and supplier agreements
- Initiate, review, analyse, plan and administer the closing of contracts
- Ensure payment schedules are processed in accordance with the Security of Payment Act
- Measuring and approving subcontract progress payments
- Undertake monthly financial reports relating to cost and budget
- Assist with dispute resolution matters

Skills & experience

- Prior experience in project work, administering of construction contracts within the construction industry.
- Strong communication, analytical and negotiation skills
- The ability to write a detailed scope of works
- An accurate understanding of budget cost control and project forecasting
- Strong understanding and knowledge of NSW Construction legislation
- Willing to take the lead and mentor Junior CA's
- Able to work autonomously and as a team member to achieve contractual KPI's.

Apply Now

To apply or to see other job opportunities visit our website at www.imperoconstructions.com.au/career

Alternatively, you can send your resume to <mailto:career@imperoconstructions.com.au> or call Anthony 02 9400 0888 for a confidential chat.

www.imperoconstructions.com.au

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