

Position Description: Contracts Administrator

Reports to: Project Manager

Overall Responsibilities

- Successful contract administration of a project whereby all required project head and subcontract documentation and instructions are administrated in a timely manner to ensure smooth operation of projects.
- Key support to the Project Manager through the application of knowledge, skills, tools, and other administrative techniques against project activities to meet the project requirements safely and correctly.
- Adhere to the company's Code of Ethics, values and beliefs and business plan strategies.
- Adhere to all legislative requirements in relation to anti-discrimination, WHS, environmental and industrial relations management.
- Represent the company at various functions
- Ensure continual improvement of BINAH Constructions.
- Promote cross-pollination of knowledge and skills amongst the Contract Administrators to benefit BINAH Constructions.
- Comply with all company Quality Systems, policies and procedures.
- Lead by example and comply with all company Quality Systems, policies and procedures – the company is only as good as its processes and systems.
- Attend Business process improvement meetings and provide initiatives to improve, compliment or add to current processes and procedures.

1. Key Duties and Responsibilities

a. Safety

- Ensure a “zero tolerance” attitude on all projects in relation to WH&S and that a safety first culture permeates all activities.
- Ensure adherence to company's Work Health and Safety (WHS) policies, procedures, rules and standards and follow reasonable directions.
- Must not refuse a reasonable request to do any act or thing to avoid or prevent WHS risks.
- Fulfil all Contract Administrators WHS responsibilities defined in the Site-Specific Safety Management Plan.
- Take reasonable steps to prevent risks by notifying the HSE Coordinator of WHS issues.
- Assessment of subcontractor's capabilities initially to comply with WHS requirements.
- Participate in on-site safety meetings and assist where required to manage the close out

of any findings identified through safety audits in accordance with set times or in a timely manner.

- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviors.

b. Environmental

- Fulfil all Contract Administrators Environmental responsibilities defined in the Site-Specific Environmental Management Plan.

c. Reporting

- Preparation of monthly management reports.
- Establish robust project phase reports on key performance indicators and measures.
- Present at management meetings as requested.

d. Leadership/People management

- Role model for BINAH Groups' culture and values, nurturing and cultivating these principles across the business units.
- Provide assistance to the Project Manager for the management of all industrial relations requirements for their project.
- Ensure compliance with relevant legislation and codes of practice.

e. Construction – Quality, program and budget

- Perform Contracts Administrator duties on several construction projects at a time.
- Comply with company Policies, Procedures and Systems in all aspects of project activities.
- Attend company tender/project handover/day one meetings.
- To undertake all tasks as required and directed.
- Co-ordinate with the project construction team the running of a project and to perform all contract and site administration functions.
- Entering of project budgets, head contract progress claim structure into Jobpac.
- Adhere to the Procurement schedule for all subcontracts and materials that will be contracted out to ensure all contracts let to meet program taking into account lead times for all trades.
- Review and assessment of tenders from subcontractors, set up meetings with subcontractors to clear issues and construction details in relation to contract scope of works to , cross checking of documentation and referees from past projects
- Prepare thorough subcontract scope of works based on the contract documents.
- Negotiate supply and subcontract prices and let all subcontracts and material orders on time within/under budgets as per the target construction program and procurement schedule with the project construction team ready for approval by the Project Manager.
- Managing shop drawing approvals, samples of construction materials to be approved by the client or client's representative as per contract requirements.
- Setting up and maintaining project registers including material supply and contract administration registers.

- Organising & scheduling material deliveries to meet the construction program or as directed by the Project Manager.
- Prepare all subcontracts ready for execution by the Project Manager / Construction Manager.
- Administer all supplier and subcontractor claims associated with projects including-progress claims, invoices, back charges, variations through Jobpac.
 - Assessment of materials, equipment and subcontracted work for review and approval by the project manager.
 - Assessment, processing & determining of cost for variations of work from client, superintendent and subcontractors.
 - Preparation of draft project variations for review and approval by the project manager ready for submission in accordance with the terms of the head contract.
- Distribution of all amended construction documents during the course of the project to respective trades to allow amended contract scope of works to be completed.
- Prepare and submit subcontract contracts to subcontractors for execution prior to subcontractors commencing works on site.
- Maintain project document registers.
- Continually assess changes between contract documents and amended construction documents during the course of the project to allow all changes to the project scope of works be captured for the preparation and submission of variations.
- Preparation of payment schedules to subcontractors in accordance with S.O.P act
- Together with the project construction team, to co-ordinate review and monitor activities and work of subcontractors.
- Attend periodic meetings with project construction team to highlight important issues in relating to project performance including head contract and subcontract status.
- Produce draft client progress claim ready for the project manager to approve and submit.
- Assist the Project Manager in the preparation of monthly Project Manager Reports and project cost reports.
- Together with the project construction team, to co-ordinate review and monitor activities and work of sub-contractors.
- Maintain and manage files and documents in sufficient clarity & order to provide easy access for internal sharing or audits
- Produce estimates / measure quantities using Buildsoft Software Package if required.
- Participate as a team member in all work activities.
- Undertake all tasks as directed by the Project / Construction Manager including marketing.

f. Project handover and defects liability period

Administer project finalisation to ensure internal defects inspection and rectification is undertaken to achieve defect free completion and that retention monies are claimed and released as per the terms of the contract. This Includes:

- Participate in defect site inspection with project team including client side and document identified defects.

- Compilation and distribution of defects list to subcontractors to allow timely rectification to allow project completion by the contract date for practical completion.
- Manage the preparation of all certifications, warranties, as-builts and operation manuals and submit to the client within the terms of the contract.
- Liaise with Business Development team to ensure the project is photographed, key stakeholders are thanked and end of project hospitality is completed.
- Participate in project completion meetings and the compilation of subcontractor performance assessments.
- Preparation and submission of all subcontractors deed of releases for the finalisation of all subcontracts.
- Manage the rectification of defects over defect liability period.

2. Knowledge, Skills and Attributes

a. Knowledge

- Company Standard Operating Procedures.
- Work Health and Safety and Environmental Regulations, Legislations and Standards.
- Industrial Relations Standards and company Industrial Relations policies.
- How to read, interpret and explain building plans.
- Participate in company training programs.

b. Skills

- Communication amongst all project stakeholders– oral and written.
- Organisation and planning.
- Time management.
- Negotiation and influencing.
- Decision making.
- Problem solving.
- Ability to administer multiple projects concurrently.

c. Attributes

- Positive can do attitude with consistency, commitment for BINAH Constructions, personal presentation, self-respect and accountability.
- Alignment with the company's values and beliefs including raising standards.
- Diligence and professionalism in the pursuit of their job and project outcomes.
- Assist with other duties related to their area of employment, such as assist with keeping their area neat and tidy and assist other employees with workloads when required.
- Is ready to take on new challenges and is willing to learn.
- Has a great work ethic and Is a team player.
- Can adjust to change.
- Takes responsibility for their own actions.
- Is honest and acts with integrity.
- Self-motivated and driven.
- Promptness to return phone calls from Managers and team members within 1hr.
- Is available to discuss operational issues with Senior Managers after normal trading hours and responds to emails or any form of communication with 2hrs.

3. Qualifications

- Degree in Building or Engineering or equivalent
- Has 2 years' experience as a Contract Administrator.
- Knowledge of construction, project administration processes, means and methods
- Experience working on high end mid-tier residential developments over \$10m
- Proficiency with the application of construction management software packages including Jobpac, Cubit, Aconex and the like and of computer software MS Office, including MS Outlook, Word, Excel and Project
- Current first aid certificate
- Has a valid and current driver's license
- Has a great attendance record