

JOB BRIEF - CONTRACTS ADMINISTRATOR



POSITION: CONTRACTS ADMINISTRATOR

Tomkins Commercial & Industrial Builders Pty Ltd
Brisbane, Gold Coast & Sunshine Coast
Full time

ABOUT US:

Tomkins Commercial and Industrial Builders is a family owned and operated construction company that has been delivering quality building solutions across the industry for over 70 years. We design and construct a wide variety of residential, commercial, industrial, and retail projects including special heritage ventures to each client's unique specifications.

With relationships at the core of our business, great people remain the key to our success. At Tomkins, we support our people to grow, learn, develop their skills, and reach their potential. Our strategy is to focus on creating a diverse and inclusive environment and to focus on creating a safe work environment where our people feel strongly connected to our values and objectives. Tomkins is committed to providing a work environment in which everyone is treated fairly and with respect.

We have an exciting opportunity available for a Contracts Administrator to join our team – if you think you've got what it takes to join #TeamTomkins, [click to apply now](#).

MAIN RESPONSIBILITIES:

- Administrate projects within time and budget constraints
- Ensure compliance with Building Approval and Development Approval conditions
- Develop budget schedules, monitor and report during the construction and maintenance periods
- High level of leadership and communication skills.
- Lead procurement process and negotiate commercial terms with project stakeholders
- Manage client and head contract issues
- Manage, design and construct commercial outcomes
- Identify, assess, allocate and manage risks.

WE ARE LOOKING FOR SOMEONE WHO HAS:

- Minimum 5 years' experience as a Contracts Administrator on commercial and residential building construction projects (\$5M - \$60M)
- Tertiary qualifications in Construction Management and/or Quantity Surveying is desirable
- Excellent computer skills, experience using CHEOPS financial management software would be advantageous
- A proven ability to work within defined quality assurance procedures
- A clear and concise understanding of Australian Standard building contracts and their administration
- Design and construct experience
- Demonstrated experience in contracts administration including preparing the subcontracts accounts, financial control and reporting of the project.

WHAT WE OFFER:

- Competitive remuneration package
- Uniform and PPE
- Employee Assistance Program – available free to all employees and immediate family members
- Opportunity to be part of well-established and growing company
- Ongoing career and development opportunities
- Secure, permanent role.

This is a rare opportunity to join a company who will provide security, a great culture and opportunities for progression. If you're interested in this role, DON'T DELAY – APPLY NOW!

APPLY NOW

*Building is more than
a contract — it's a relationship.*

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