

Senior Site Contracts Administrator

Brunel have partnered with one of Australia's leading EPCM delivery service partners to recruit and place a suitably qualified Senior Site Contracts Administrator for a two-year contract role supporting our client's effective and professional site based team on a 14 days on, 7 days off rotation flying out of Perth, WA.

Summary

- Publication: PUB297130
- Market: OilGasAndMining
- Industry: Mining
- Area of expertise: Project Management & Services
- Hours per week: 80
- Education level: Academic Bachelor
- Closing date: Wednesday, 17 March 2021

Job

Responsibilities:

- Responsible for the site administration of the Project Contracts through to

close-out on behalf of the Contracts and Procurement Manager

- Monitor and administer contractor/ supplier performance through execution
- Approve invoices with proper supporting documentation
- Administer the change process in accordance with the contract requirements and within the project's levels of authority
- Conduct change negotiations, manage and negotiate claims
- Provide advice and assistance to the Construction Manager on commercial issues
- Interface with Materials and Logistics to ensure Principal supply obligations to the contractors are met
- Work with engineering, planning, project controls, construction, HSE and quality to ensure suppliers & contractors deliver specified services on-time
- Ensure supplier & contractor documentation are received, reviewed and approved and implemented or revised and approved to meet the contract, as appropriate
- Ensure that the customer's Procurement and Contracts requirements are being administered in accordance with project plans/ procedures and awarded contracts
- Ensure Head Contract approval authorities are adhered to on the site
- Actively participate in HSE policies and initiatives, be involved in improving HSE performance
- Ensure HSE considerations are applied, where appropriate, in the Procurement and Contracts processes
- General site administrative tasks

About you

- Relevant commercial tertiary qualification and 10+ years' industry experience
- Proven track record in the formation of tenders, tendering, review and recommending for award and contract formation of significant procurement and contract packages on major projects
- Proven track record of administering Procurement and Contracts packages, on a site, on major projects
- Proven track record in the development of contract administration procedures and processes for the administration of major construction contracts both on and off site

- Experience and knowledge of typical engineering deliverables
- Experience in relevant software systems and disciplined approach to system data
- Willingness to learn and use project and procurement software applications used by projects
- Demonstrable commitment to HSE requirements in project environments
- Team participation, coordination and communication skills

What we offer

- ASAP Start - FIFO 2:1 Roster
- 2-year Contract Role
- Competitive Hourly Rate

Feel free to contact

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