

Senior Contract Administrator



About the role

We have several opportunities in the commercial space based in Sydney and Brisbane. Reporting into the Senior Associate Director, these roles are client facing focusing on the preparation of quantum claims, delay analysis, procurement, contract administration and management. Working both autonomously and as part of the broader Anvelo team, you will be tasked with delivering the highest level of contractual advice and expert commercial services to clients in the heavy construction and infrastructure industry.

Key responsibilities include:

- Understand, develop, manage and control all facets of contract formation, negotiation, and management.
- Provide technical guidance and oversight of the procurement function to all levels of staff and management.
- Assist with drafting and reviewing scope of works.
- End to end management of client subcontractors.
- Review of contract terms and conditions.
- Prepare departure schedules.
- Identify, analyse and manage commercial risk. Prepare mitigation strategies.
- Alignment of downstream subcontracts.
- Cash-flow forecasting and analysis. Budget development.
- Implementation of project planning.
- Detailing of facts and preparing relevant delay analysis to better understand event impacts on projects.
- Review and analysis of claims, assess merits and value for purported claims.

Experience and skills needed:

- Minimum 5 years' experience in relevant commercial roles within the construction industry in a project environment.
- Professional membership association with the Royal Institute of Chartered Surveyors and the Chartered Institute of Arbitrators is preferable.
- Experience with quantum claims and quantity surveying.
- Strong working knowledge of contract administration and management.
- Stakeholder management and ability to influence desired outcomes.
- Strong financial and commercial acumen.
- Adept at project and change management.
- Ability to work autonomously as well as part of a team.