

Contracts Administrator - Senior

Date Posted: 30 October 2024

Closing Date: 26 November 2024

EDUCATION & EXPERIENCE

- ^ Must be computer literate.
- ^ Minimum 5-8 years working experience as an Engineering and Construction Contracts Administrator.
- ^ Professional qualification, degree in law.
- ^ Knowledge and understanding of contract law and construction standard form contracts i.e. NEC3, FIDIC, GCC, etc., and administration of same.
- ^ May be required to travel to various project sites.

TECHNICAL & LEGAL COMPETENCIES

- ^ Excellent verbal and written communication skills.
- ^ Excellent drafting skills.
- ^ Good understanding of and ability to identify contractual risks.
- ^ Ability to prioritise and manage workload.
- ^ Ability to work independently and as part of a team.
- ^ Good negotiating skills to effectively collaborate with internal and external customers, ensuring project objectives are met.

MAIN ACCOUNTABILITIES

- ^ Adheres to and complies with company and project procedures.
- ^ Understand and apply contract-specific administration procedures and requirements to projects.
- ^ Coordinate and advise authorised personnel on expenditure commitments against the contract, ensuring compliance with Lines and Limits of Authority (LLOA), to prevent unnecessary or incorrect spending and maintain a robust audit trail.
- ^ Maintain an early warning system to alert Project Manager/s of any contractual risks that could impact commercial outcomes and profitability.
- ^ Record and manage all change management events on key projects administering in strict accordance with provisions.
- ^ Collaborate with Senior Commercial Administrator on key projects to ensure consistent cost estimation and planning.
- ^ Keep a detailed log of all formal correspondences related to key Projects.
- ^ Maintain detailed and organised files.
- ^ Prepare contract change notices, claim notices, claim particulars and formal letters, monitor contractor performance, including the reporting and status of deliverables from contractor and owner.
- ^ Maintain an audit file for each contract including the original contract, all correspondence, changes/deviations, amendments, clarifications.
- ^ Prepare and disseminate contract status and risk information to appropriate employees and facilitate contractor meetings.
- ^ Monitor all active work weekly, highlighting any progress delays to mitigate risks and provide timely advice.



To apply please forward your CV to work@aurex.com

- ^ Assist the Senior Commercial Administrator in producing monthly and ad-hoc reports.
- ^ Protect the company's interests when interacting with joint venture partners and contractors.
- ^ Contributes to team efforts by achieving related results in a cooperative and supportive manner.
- ^ Performs other duties as assigned.
- ^ Liaise with the Project and Contractor Teams to ensure consistent contracts administration practises.
- ^ Report to the Contracts Manager on all aspects of contract administration for key projects and advise on associated risks.
- ^ Assist the Contracts Manager in resolving any disputes that may arise on projects.

ADDITIONAL INFORMATION

Company	Aurex Constructors
Location	Midrand

COMPANY INFORMATION

At Aurex we value the dynamic element of diversity and embrace the different perspectives everyone brings to the business. We appreciate the authenticity that each individual contributes as we create an inclusive working environment where everyone brings their whole selves to work every day. As we strive to be an employer of choice, we ensure that our employees are fairly treated. We promote physical and mental health for everyone. At Aurex, our people matter.

In terms of our Employment Equity policy, preference will be given to applicants who are disabled or from a previously disadvantaged background. If you have not heard from us within one week of your application, please regard your application as having been unsuccessful.

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