

Career Profile: Contract Administrator



Contract Administrators organise all aspects of building contract work. They assist clients with understanding building contracts, keep track of and review all documentation and ensure all parties adhere to the agreed requirements in the contract and report on progress. Contract Administrators may also manage any contract conflicts.

Qualification

Certificate IV in Building Project Support (Contract Administrator)

Sector

Residential / Commercial / Civil / Resources

What might a working day look like? May perform tasks including:

- ▶ Managing a construction contract from start to finish.
- ▶ Liaising with a range of professionals involved in the project including the client, suppliers, contractors, and subcontractors
- ▶ Have an in depth understanding of building and planning regulations/requirements for risk management and to identify the advantages and disadvantages of a contract
- ▶ Provide advice and information to clients and ensuring the contract fulfills their requirements
- ▶ Manage time extensions, issue contract variations, process progress claims, and resolve disputes where necessary
- ▶ Read and interpret plans and specifications
- ▶ Co-ordinate and attend site meetings and provide technical expertise if required

Working Hours & Conditions

- ▶ Will usually work in an office environment office work and as part of a team
- ▶ Full time or part-time

Skills and personal qualities

- ▶ Good at Maths, English and business studies
- ▶ Enjoy working in an office environment with computer software
- ▶ Excellent attention to detail, accuracy and critical thinking skills and can multitask
- ▶ Excellent time management and organisational skills
- ▶ Good interpersonal and communication skills

How to get started

To become a Contract Administrator you can complete a pre-apprenticeship, Certificate II in Building and Construction (Pathway – Para Professional). Alternatively, you can complete a Certificate IV in Building Project Support (Contract Administrator).

Future Opportunities

- ▶ Building Estimator
- ▶ Building Scheduler



Next Steps

Further information can be found at:

- ▶ Jobs and Skills WA – www.jobsandskills.wa.gov.au
- ▶ Australian Apprenticeship Pathways – www.aapathways.com.au
- ▶ Australian Apprenticeship Support Network Providers – www.australianapprenticeships.gov.au
- ▶ Job Outlook – www.joboutlook.gov.au

