



Our well established client, located in Mandurah, is seeking an experienced contracts administrator.

Applicants for this position must be self-motivated and self-driven to be successful as an individual and within a team environment.

## Contracts Administrator

- Manage and report on the activities and performance of contractors
- Undertake regular site assessments of facilities to determine the performance of contractors
- Liaise with contractors on any variations, anomalies or service requests and oversee compliance to standards
- Liaise with internal stakeholders and contractors and communicate expectations and service standards
- Dispute resolution between internal and external stakeholders
- Oversee consumable stock orders and monitor costs for consumables.
- Supervision and evaluation of delivery of agreed service standards by contractors
- Assess payment claims
- Ensure accurate records are kept of all cleaning contract works
- Undertaking reviews of service delivery and providing recommendations on improvements
- Facilitate maintenance requests and arrange minor new works

For any further queries, please contact Emma on (08) 9581 2300, or email your application, together with relevant qualifications, to [reception@bussol1.com](mailto:reception@bussol1.com) with "Contracts Administrator" as the subject header.

