

CONTRACTS MANAGER

Robson Civil Projects is a leading NSW civil contractor with offices in Sydney, Central Coast, Newcastle and the Hunter Valley. A vacancy currently exists for a highly motivated and experienced Contracts Manager based in Newcastle. Reporting directly to the Division Manager - Construction, the successful candidate will be responsible for providing general commercial and contractual support and guidance to the business.

Main Duties and Responsibilities:

- Provide assistance, guidance and direction for delivery of project commercial and contractual requirements for each project.
- Prepare subcontract and supply agreements for all major packages of work within the business.
- Engage with Project Managers for review of contracts and assistance with variation negotiations with clients.
- Attend sites as required to review and assess the contractual and commercial risks for each project and put measures in place to mitigate these risks.
- Develop effective commercial strategies, templates and flow charts for procurement and contracts management along with contractual rights and obligations summaries for each project.
- Assist with the procurement of subcontractors and suppliers across all projects.
- Provide advice on and assist in the preparation of contractual claims for current and ongoing projects.

Qualifications and Experience:

- Qualifications in Law, Civil Engineering or related fields, with knowledge of the construction industry preferable.
- 5 + years post-graduate experience.
- Proven experience negotiating commercial contracts.
- Knowledge around RMS and Australian Standard Contracts.
- Excellent communication skills – both written and verbal.
- Strong construction experience and understanding.
- Competent computer skills (MS Word, Excel, Outlook, Project and Powerpoint).

Robson is an equal opportunity employer.

A competitive salary package will be offered based on qualifications and experience.

If you are interested in this exciting opportunity, please forward your detailed resume to

jobs@robsoncivil.com.au