

## Construction Administrator

We are looking for a talented Construction Administrator, experienced in their craft, to join a team of established construction professionals working to achieve great client outcomes. We are a fully integrated design + build company. Oversee and execute residential construction contracts during a project's preconstruction and construction phases.

### **Our priority our craft and quality outcomes.**

Working collaboratively alongside the Construction Administration Manager, the role will support all areas of construction, including:

### **Construction Management**

Working collaboratively alongside the Construction Administration Manager to:

- Set up projects in a construction management system with Client, Budget and Document details
- Apply for and follow through with Building Approval applications
- Purchase Order creation
- Variation (including deductions and EOT) compilation and issuing
- Client progress claim creation and processing
- Applying for Authority & Services permits, accounts and installations
- Assisting the Site Supervisors with the procurement of materials and site issues
- Follow up and close out certification stage non-compliance
- Creation of project handover manuals & packages.

### **Estimating**

Work together with the Estimator to:

- Send out quote requests with details of the scope of works
- Chase and/or follow up with subcontractors and suppliers
- Review received quotes for accuracy, noting inclusions and exclusions.

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## Client Management

Work together with the site supervisors to

- Effectively manage client communication and questions as they arise
- Manage the project variation process
  - Effectively scope works
  - Obtain pricing and timings
- Coordinate 12-month warranty inspections with Clients
  - Schedule maintenance repair works with the Maintenance Team and other subcontractors if required

## General Administration

Assist with the general administration of daily tasks within the office across:

- Stationary orders
- Assisting with bill processing
- Timesheet data entry
- Answering incoming phone calls.

## Skills & Experience

Qualifications

- Diploma of Building and Construction (Building) &/or
- Certificate IV in Building Project Support (Contract Administration) &/or
- Certificate IV in Building Project Support (Estimator) &/or
- Diploma or Certificate IV in Business Administration or relevant experience

Experience

- Preferred 3 year's experience in a similar role within the Construction Industry
- A good understanding of the National Construction Code and Australian Standards
- Experience in project management, consultant coordination, and liaising with clients and project stakeholders.

Skills

- Effective communication skills, particularly when liaising with other departments or external organisations such as clients, suppliers and regulators.

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- High level of accuracy and attention to detail
- Ability to work independently or as part of a team
- Strong organisational skills
- Qualifications related to construction
- Excellent presentation and phone manner
- Intermediate to advanced Microsoft Office skills (Word, Excel and Outlook)
- Nexvia experience is preferred but not essential (training will be provided)
- Excellent verbal and written communication
- Organised and able to meet deadlines.

You must have the ability to work in Australia.

We offer competitive wages based on experience and are open to Full-time, Part-time, Contract and Flexible working arrangements.

Let's chat if you want to design + build homes with us.

Contact [homes@happyhaus.com.au](mailto:homes@happyhaus.com.au)