

## ATTENTION 3<sup>RD</sup> & 4<sup>TH</sup> YEAR STUDENTS



### Position: Estimator / Contract Administrator

#### Outline of the Position:

The candidate would perform the duties of an Estimator/Contract Administrator working in the commercial and residential field. Reporting to the Operations Manager, and working directly with the Site Supervisor. This role will have the responsibility for the administration and estimating of all stages of the project, as well as liaising with architects, engineers, site managers and clients.

#### Responsibilities:

- Contribute to a small team by managing all aspects of the estimating process and administration process from commencement to completion including invoicing and documenting/collating variations to customers as required.
- Assist the Project Managers in ensuring the projects meet our client's expectations and are delivered on time and within budget.
- Assist in the co-ordination, management and integration of the work of consultants, tradespersons and contractors engaged by Bella Build and Design.
- Assist the Project Managers in checking work in progress regarding design, quality control, materials selections and performance as described in the project documentation provided by the Company.
- Request and follow up on Safe Work Method Statements for all subcontractors and maintain register prior to them commencing on site.
- Arrange, attend and minute site meetings as reasonably required as part of the Projects.
- Assist Project Managers with duties and functions to enable the completion of Projects.
- Seeking prior approval from management for purchases of consumables/equipment.
- No use of medications that may cause drowsiness.
- No drugs and alcohol to be consumed at work or during work hours.

#### Duties Include (but not limited to):

- Liaise with the client, construction team and architects/engineers.
- Read and interpret drawings.
- Prepare a list of drawings and subcontractors to price.
- Prepare take-offs for tender.
- Respond to queries from suppliers/subcontractors.
- Collate prices received and check all items quoted.
- Price comparisons to ensure the best price.
- Tender submission preparation and price breakdown.
- Discuss scope of works with suppliers/subcontractors and assist Project Managers in negotiating price for most cost effective outcome.
- Prepare Purchase Orders and Subcontract Agreements.
- Assist in the development and administering the budget.
- Prepare progress claims and variations.
- Organize and attend Site Meetings as required including minute taking, preparation and distribution.
- Liaise and work closely with Site Supervisors.
- Assist in ensuring the project is completed on time and within budget and most importantly, meets the client's expectations.
- Pro-active and excellent time management skills.

- Assist the Project Managers by liaising via phone and email with subcontractors to co-ordinate daily work sequence in conjunction with the Site Supervisor.
- Assist in updating key stakeholders in the project's progress.
- Approve and process suppliers and subcontractors progress payments.
- Assist in the preparation of cost reports.
- Assist Site Manager in formulating and implementing completion lists.
- Organize defects rectifications and follow up.
- Preparation of long range and short range construction programs in conjunction with Project Managers and Site Supervisors.
- Update drawings register with new construction drawings and ensure that Project Manager, Site Supervisor and subcontractors are issued with updated drawings.
- Co-ordinate access and security procedures.

#### Hours of Work:

Monday to Friday 8:30 am to 5:00 pm with 30 minute lunch break.

Hours of work are subject to site requirements, some Saturday work as required in busy periods.

#### How to apply:

**Please send your resume and a professional cover letter to [reception@bbd.com.au](mailto:reception@bbd.com.au) before close of business Friday 4 August.**



**Location:** 74 Grange Rd, Welland SA 5007

**Postal:** PO Box 7419 West Lakes SA 5021