



Fulton Hogan are looking to engage graduates from the Bachelor of Construction Management and Economics degree who have completed their study and are now looking at commencing full-time employment. Fulton Hogan are offering an entry position as a **Trainee Contracts Administrator** to join the telecommunications business unit. The contracts administration team are critical to the performance of the project, managing both commercial and financial administration.

The position is a Trainee Contracts Administrator role reporting to the Senior Contracts Administrator for the Telecommunications business located at Dudley Park. We are looking for someone with strong administrative skills, attention to detail and willing to learn and develop to become a key member of the team. Please find additional detail on what the role entails:

To accurately compile relevant contractual data to provide the effective administration of site contracts and compliance with established business processes.

- Perform all aspects of assigned contract or purchase order processing including, but not limited to, accuracy of order entry data, contract funding, scope changes, contract amendments, receipts and delivery schedules, legal requirements and other commitments.
- Administer contract monitoring, contract administration and compliance.
- Collaborate with finance/ administration staff to ensure proper billing and collection of contractual revenue.
- Prepare regular reports on the status of contracts.
- Act as primary point of contact between the Company and the Client / Subcontractor for all contractual matters on assigned contracts and projects
- Draft, prepare, and execute internal and external correspondence on contractual matters as required
- Assist in resolving contract payment disputes and confer with contractors and other business units concerning contract payments and compliance.
- Perform and/ or review contract payment and audits.
- Compile and maintain all required contractual records and documents in accordance with contract requirements and Company policies and procedures. Serve as the official repository for all contractual documentation and correspondence relative to assigned contracts
- Liaison with Clients and Subcontractors regarding commercial and contractual matters
- Contract administration of multiple jobs under the project
- Support the preparation of multiple Job Status Reviews on a monthly basis in conjunction with other Contracts Administrator(s)

As stated, we have a Graduate Program in the areas of Engineering and Finance however recognise we are not capturing candidates from the Bachelor of Construction Management and Economics degree. We currently have 2 employees in senior project manager roles that completed Construction Management who have proven to possess skills that have allowed them to excel with Fulton Hogan.

What is it like to work at Fulton Hogan? Watch this... <https://youtu.be/RhNodtkia20>

Should there be any individuals interested in this opportunity, please send Simon Johnson a copy of your CV.

Simon Johnson | HR Manager (MARN 1279467) | **Fulton Hogan** | 1 Greenhill Road, Wayville, SA, 5034 | Australia | Phone +61 8 8177 8549 | Fax +61 8 8373 4911 | Mobile +61 419 830 010 | Web www.fultonhogan.com