

CAREER

# CONTRACT ADMINISTRATOR

Contract Administrators are the contract experts! They manage and coordinate contracts for construction projects, ensuring compliance and efficient project execution. With their attention to detail and knowledge of contract law, they contribute to successful project delivery.

## WHAT DOES THIS JOB INVOLVE?

### Contract management

Overseeing contract agreements and terms

### Documentation

Maintaining contract records and documents

### Budget tracking

Monitoring project budgets and expenditures

### Vendor relations

Managing relationships with contractors and suppliers

### Negotiations

Negotiating contract terms and changes

### Compliance

Ensuring adherence to contract requirements

### Conflict resolution

Resolving disputes and issues related to contracts

### Reporting

Generating reports on contract performance and progress

## HOW DO I GET INTO THIS CAREER?

Complete an entry level qualification in building and construction which is designed to meet the needs of contract administrators working in small to medium-sized businesses. To work on bigger higher cost projects, explore the possibility of a degree qualification.

## SALARY EXPECTATIONS

Low \$91,913

Average \$124,617

High \$176,008

## RECOMMENDED TRAINING

**CERTIFICATE IV IN BUILDING AND CONSTRUCTION (CONTRACT ADMINISTRATION)**

**CERTIFICATE IV IN BUILDING PROJECT SUPPORT (CONTRACT ADMINISTRATION)**

**BACHELOR OF CONSTRUCTION MANAGEMENT (HONOURS)**