



Scheduler / Contract Administrator

Location: Urbane Office - Melville

Department: Construction Team

Full time

A rare and exciting opportunity has arisen for a motivated Scheduler /Contract Administrator to join our growing team and play a pivotal role in ensuring the delivery of Perth's finest, architecturally crafted homes. We will consider applications from graduates for this role.

Key Responsibilities

- + Work alongside Senior Contracts Administrator and Project Supervisors
- + Pricing send out and analysis
- + Liase with key suppliers and subcontractors
- + Review and manage project budgets

Key Attributes and Qualifications:

- + A minimum of 2-3 years' experience in scheduling 2 and 3 storey homes.
- + Graduates of Bachelor in Applied Science (Construction Management) is preferred but not essential.
- + Intermediate to advanced practical Excel skills
- + Ability to negotiate and communicate professionally and positively with all stakeholders whilst retaining mutual respect and empathy at all times.
- + Strong communication skills with the ability to build strong rapport with suppliers, subcontractors, team members and management.
- + An impeccable eye for detail & good construction knowledge.
- + Solutions focused with an inclination to seek out opportunity to implement positive change.
- + Meet strict deadlines.

What we can offer you:

- + Full time position.
- + A long standing builder offering stability, growth and a great team environment.
- + Gain exposure to some of the most exceptionally designed & prestigious homes in Perth.
- + Salary to be negotiated with successful applicant.

You must have full working rights in Australia to apply for this position and be an Australian resident. No recruitment agencies please. Only successful applicants will be contacted.