

## CONTRACTS ADMINISTRATOR

*Are you looking for a new challenge? Are you passionate about efficiency and food production?*

We are seeking an experienced **Contracts Administrator** to join our team. You will have the opportunity to work on a wide variety of projects across Australasia's diverse food manufacturing industry.

### THE PERSON

- To succeed in this position you will have:
- Tertiary qualifications in Applied Science (Construction Management) or similar
- Greater than eight years' experience in a similar role
- Experience in the cost control software package Jobpac or similar
- Industrial / commercial experience, with food manufacturing experience being highly beneficial
- Drive to reach goals as well as be accountable and reliable
- The ability to maintain independence with a high level of integrity
- The ability to work autonomously with minimal supervision
- Intermediate skills in MS word, excel and project
- A passion for quality, integrity, future focus, a sense of community and empowering people
- Enthusiasm to learn the Wiley way and contribute to the constant innovation across all aspects of what we do

### THE POSITION

- In this position you will be responsible for:
- Developing procurement sources for all construction sub trades
- Developing procurement sources for process engineering solutions, including the supply of packaging, conveyers, compressors, draining, plumbing fittings, motors, robotics, surface finishes
- Negotiation of subcontracts
- Maintenance of a pre-qualified list of contractors and suppliers
- Networking with suppliers, contractors and subcontractors
- Developing relationships leading to further enquiries
- Completion of all background work to ensure best value source buying
- Close liaison with both internal and external stakeholders
- Internal relationships with the finance team, project managers, contracts administrators, engineers and other employees as required

### THE DIFFERENCE

A fourth generation family company, Wiley lives by the mantra "Create a Better Future". Wiley is an integrated facility solutions business focused on delivering world class food processing facilities. As a multidisciplinary company in a specialist field, there are opportunities to learn a wide variety of skills. To learn more, please visit our website at [www.wiley.com.au](http://www.wiley.com.au)

*To apply for this role please email [jobapplication@wiley.com.au](mailto:jobapplication@wiley.com.au)  
Shortlisted applicants will be contacted*