



Contracts Administrator

WILEY

Are you looking for a new challenge? Do you want to join our passionate team of disciplined professionals?

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 will ABOVE ALL ELSE have a drive to be part of and represent our culture, values, brand and company.

ABOUT YOU

- Tertiary qualifications in Applied Science (Const. Mgmt) or similar
- Greater than four years' experience in a similar role
- Experience in the cost control software package Jobpac or similar
- Drive to reach goals as well as be accountable and reliable
- The ability to maintain independence with a high level of integrity
- Intermediate skills in MS word, excel and project
- High attention to detail
- Demonstrated ability to work in a small team and of meeting deadlines
- Ability to work individually with strong problem solving skills
- Industrial / commercial experience, with food manufacturing experience being highly beneficial
- 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

ABOUT THE ROLE

- 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

ABOUT US

At Wiley, we believe in making a difference and creating a better future. With spirited curiosity, we plan perfectly, design elegantly and deliver results. We Design Build & Maintain facilities, so that our clients have the infrastructure they need to succeed. We are a fourth-generation family company operating in Australia and Asia, with offices in Brisbane, Melbourne, Sydney, Toowoomba and Kuala Lumpur.

WANT TO KNOW MORE?

Our culture is a big part of who we are. Visit culture.wiley.com.au to understand WHO WE ARE, and our website wiley.com.au for WHAT WE DO, or call us on 1300 385 988.

To apply for this role please email jobapplication@wiley.com.au
Shortlisted applicants will be contacted