

ADVERTISEMENT

CONTRACT ADMINISTRATION ASSISTANT

A vacancy exists in the Pretoria office for a Contract Administration Assistant to commence duties in the Transport Sector as soon as possible.

Main responsibilities

- Handles all contract administration documents, drawings and communication in terms of the agreed procedure.
- Ensures orderly and systematic organisation of all contract administration documentation so as to be readily accessible on request.
- Communication, documentation and reporting attended to promptly and efficiently to ensure meeting of deadlines.
- Compile communication in respect with contract administration with input from the Engineer.
- Assist Project Managers in recourse scheduling and recourse planning
- Monitor project expenditure and review project programmes and budgets
- Administer project quality plans and review regularly if required
- Assist in drafting tenders and/or proposals, including estimating and recourse planning.
- Assist engineer in contract administration duties
- Assist with Secretarial duties when required

Minimum qualifications, skills and experience

- Matric plus relevant admin experience
- Tertiary project management qualification
- Experience with legal contract documentation is preferable
- MS Office skills are essential: MS Word, MS Excel & MS Outlook - advanced
- Excellent administrative skills.
- Good verbal and written communication skills in English are essential.

Behavioural competencies

- Be able to work on own initiative without supervision
- Be able to work under pressure to tight deadlines
- Be well organized, systematic, logical, meticulous and able to plan, prioritise and co-ordinate.
- Team player – energetic and co-operative

Written applications supported by a CV should be submitted to:

Amanda McDonald

Email: amandam@ssi.co.za

By: 11 March 2010



ENGINEERS AND ENVIRONMENTAL CONSULTANTS