

EMERSON IMPLEMENTEURS STEWART



Emerson Stewart is a progressive and ASX listed group that provides environmental, engineering, project delivery and specialist consulting services to bluechip clients across the resources, infrastructure and energy sectors

Contracts Administrator

Due to an expansion of the business Emerson Stewart is seeking to appoint a Contracts Administrator to join its mining + industry team.

This position will be responsible for managing the day to day contractual elements of assigned contract packages. The primary functions of the role are to liaise with key stakeholders and administer the contract packages to achieve high project commercial standards; liaise with other commercial and technical staff, both project and operations, to enhance communication and to identify possible negating issues; assist in the development and implementation of contingency plans to mitigate issues that may have a negative impact on the project deliverables; provide project managers with full support in contractual matters.

To be successful in this role you will have 5+ years experience in a similar position and a strong understanding of consulting in the mining and minerals industries. As well as have relevant tertiary qualifications, excellent attention to detail and an ability to work in a dynamic, success driven team in order to deliver first class solutions to clients.

You must be Australian citizen or hold the correct visa to work in Australia to be considered for this role.

An attractive remuneration package will be offered. Please forward your Resume attention to Manager Team+ at careers@emersonstewart.com. All applications will be treated 'in confidence' to protect the privacy of candidates.

No agents please

www.emersonstewart.com
(ASX:ESW)