


estimator

ZIPCLAD SERVICE PTY LTD • Alexandria NSW 2015


Not provided


Work type
Full Time


Contract type
Permanent

Perks

ANNUAL BONUS

GREAT TEAM AND CULTURE

CITY FRINGE LOCATION

GAINING EXPERIENCE IN A MULTITUDE OF THE GDP

Skills

QUANTITY SURVEYING, COMMERCIAL OR CONSTRUCTION

HIGHLY EFFECTIVE WRITTEN AND VERBAL COMMUNICATION

CRITICAL ATTENTION TO DETAIL ACCURATE DATA ENTRY












Full job description

At ZIPCLAD We design, build, supply and install all types of architectural facade systems. We are a fast growing facade company based in Sydney. We have an exciting opportunity for an Estimator/Contracts Administrator to join our Fast growing and innovative business The role will allow you to experience a very broad range of works including construction, fit out and remedial works.

Qualifications & experience

- Degree in Quantity Surveying, Commercial or Construction Management, or similar.
- Relevant experience as a Contracts Administrator or similar position in the Construction sector

Job details

-  Date posted
12 Oct 2021
-  Expired On
11 Dec 2021
-  Category
Construction
-  Occupation
Building Contracts Administration
-  Base pay
Not provided
-  Contract type
Permanent
-  Work type
Full Time
-  Job mode
Standard hours
- Career level
GRADUATE
JUNIOR (SOME EXPERIENCE)
SENIOR
-  Industry
CONSTRUCTION
-  Sector
PRIVATE BUSINESS
- Work Authorisation
WORK / HOLIDAY VISA
AUSTRALIAN CITIZEN / PERMANENT RESIDENT
-  Company size
1 to 10

- Highly effective written and verbal communication and interpersonal skills
- Critical attention to detail & Accurate data entry skills
- The ability to work with confidential information
- A current, unrestricted Australian Driver's License
- Must be fluent in English and hold full working rights in Australia

Tasks & responsibilities

- Estimating/ responding to RFT's & the submission of tenders
- Trade letting & co- ordination including scope of works packaging
- Preparing Client & Sub- contract Variations & or Credits, EOT,s & NOD's
- Managing Drawing Registers & Document Control
- Assessing & Managing progress claims
- Following up and building relationships with builders

Benefits

- Great team and culture
- City fringe location
- Fast track career path to Project Manager
- Gaining experience in a multitude of the GDP divisions (BMU, Height Safety, Façade Care)