

## Contracts Specialist

Hays Procurement • Newcastle Area NSW



Base pay

\$120,000 - \$125,000



Work type

Full Time



Contract type

Permanent

### Skills

MICROSOFT OFFICE

STAKEHOLDER ENGAGEMENT

EXCELLENT WRITING

### Full job description

NEWCASTLE LOCATION

12 MONTH CONTRACT | IMMEDIATE START

NATIONAL TRANSPORT LEADER

ATTRACTIVE SALARY

Work for a leading transport provider - build on your Contracts Career

#### Your new company

Work with a leading Transport Organisation that have a national presence and a diverse workforce. They are community focussed and are of the opinion that their people are the key to growth and becoming an industry leader.

#### Your new role

Use your Contract Administration skills and procurement knowledge to assist a thriving Contracts and Procurement team on a 12-month contract. Working across all business units you are the first contact for pre-contract formation and high value tender development and execution. A varied role which the right candidate would excel, a rewarding career opportunity.

#### What you'll need to succeed

- Experience with Pre-Contract development and formation
- Experience with actioning pre-plans, evaluations and scopes of work for contract formation
- Proven experience in Contract exiting negotiations and legal correspondence

### Job details



Date posted

18 Jun 2021



Expired On

01 Jul 2021



Category

Mining & Energy



Occupation

Purchasing & Procurement



Base pay

\$120,000 - \$125,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT

- A strong commitment to outstanding customer service and stakeholder engagement
- Able to take initiative, a go-getter who wishes to develop their career
- Ability to work effectively in a team and drive effective outcomes in a fast-changing environment
- Able to work in a varied role, which deals with numerous business units
- Excellent Written and oral skills
- Proficient with; Microsoft Office and SAP
- Experience with Transport, Construction or Infrastructure highly regarded

#### **What you'll get in return**

- Attractive Salary \$125,000 Salary Package
- Flexible working conditions
- Work for a market leader, able to develop and expand your career

#### **What you need to do now**

If you're interested in this role, please forward an up-to-date copy of your CV, or call us now.

Astrid Martin | 02 4925 3990 | [astrid.martin@hays.com.au](mailto:astrid.martin@hays.com.au)

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508** #2512621