



**Job Title:** Estimator / Contract Administrator  
**Based at:** 126 Fyans Street, Geelong – Office Location  
**Position reports to:** Building Manager

**Job Purpose:**

Project and control construction costs by collecting current industry pricing in relation to the residential building sector. Presents project costs in accordance with the documentation provided. Control project costs throughout the building phase.

**Job role indicators:**

Analysing Information, Developing Budgets, Supplier, sub-contractor Relationships, Reporting Skills, Estimating, Decision Making, Teamwork, Documentation Skills, Quality Focus

**Key responsibilities and accountabilities:**

- Interpret working drawings, specifications, purchase orders and current regulations and codes of practice in order to complete project take offs and determine project BOQ's
- Prepare construction budgets in conjunction with project documentation, not limited to working drawings, specifications and engineering
- Constantly review and evaluate costing changes, additions to construction techniques, and project requirements.
- Supplier and sub-contractor procurement.
- Managing paperwork associated with contracts, programs and projects and responding to any concerns, queries or RFI's.
- Supervising and managing work (and variations to work orders) undertaken by contractors.
- Liaise with subcontractors, material suppliers, trades, project managers and engineers to ensure that goals and schedules are met.
- Prepare and administer project purchase orders and trade contracts
- Prepare special reports as requested by collecting, analysing, and summarizing information and trends.
- Maintain quality assurance procedures.
- Maintain consistent performance by documenting and communicating actions, irregularities, and continuing needs.
- Contribute to team effort by accomplishing related results as needed.

**The successful candidate will:**

- Exceptional communication skills
- Excellent organisation abilities, time management and high attention to detail
- Understands complex residential construction techniques
- Knowledge of building regulations, Australian standards & OHS regulations
- Construction estimating experience or tertiary education is essential
- Constructor software experience preferable, or similar
- MS Project experience preferable
- Must be diligent and committed to delivering quality architectural custom homes
- Reliable, mature and well presented

**Remuneration Package:** Subject to experience

**Closing Date:** Friday 15<sup>th</sup> January 2020

**Applications to be submitted via email only to [careers@signaturehomes.net.au](mailto:careers@signaturehomes.net.au)**

**Please attach a covering letter and your resume in .pdf file format only. Please include the job title in the email subject line.**

**Please Note: Successful interviewees will be contacted.**