

EOI - Contracts Administrators / Quantity Surveyors

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Company: Lycopodium Limited

Location: , , Pakistan

Category: legal

With offices in Australia, Africa, Canada, Peru and the Philippines, Lycopodium proudly delivers high quality professional engineering and project delivery services globally, across the resources, infrastructure and industrial processes sectors. By joining our global team and learning from renowned subject matter experts, we can offer you a diverse career that could take you anywhere in the world. Lycopodium is currently recruiting for Contracts Administrators / Quantity Surveyors to join our growing team in Pakistan. Reporting to the Contracts Manager, these roles will assist in maintaining and executing contracts and consultancy service agreements for the designated project. The tasks you'll perform Provide contract administration and commercial support services to the project team. Assist the Contracts team to ensure that they are up to a high standard in line with the Company, Client, regulatory and contractual requirements. Ensure that specific contract management activities are conducted to the highest quality, ethical and general business-standard. Assist to provide guidance to Site supervisors and construction manager with regards to the Contractors scope of work and what may constitute a variation. Draft Site Instruction and Contract Variations. Review construction plans and calculate and prepare quantity requirements including costs. Register and file all relevant documentation in accordance with the Company approved procedures. Liaise with Contractors such that progress reporting and invoicing are received in a timely fashion and work to verify claimed progress as accurate. The expertise you'll bring Qualification in law, commerce, business, construction management, engineering or related areas Minimum of 2 years' contracts administration / quantity surveying experience working for an EPCM (desirable) Strong written and verbal communication skills in English

(essential)Strong working knowledge of Microsoft Office softwareAbility to build and maintain strong relationships with clients, suppliers, subcontractors, and internal employees.Excellent organisational skills with the ability to multitask and prioritise to a high standard of accuracy and professionalism.The benefits we'll provideLycopodium has a strong company culture focused on career progression and technical skill development. You can expect to be involved in a wide range of large projects whilst working amongst a team of highly skilled professionals.We recognise that everyone is different and needs may change over the course of your career. That's why we :Invest in our people for the long-term, building a diverse and rewarding career, mentored by the best in the industry.Allow our people to balance work with other commitments, like family or study, offering flexible work arrangements.Provide access to a benefits, rewards and recognition platform that also offers great discounts to hundreds of retailers in Australia.Are undertaking significant people and technology initiatives that will support the workplace of the future.We encourage and value diversity and inclusion and welcome applications from all backgrounds regardless of gender, age, disability and ethnicity, including Aboriginal and Torres Strait Islanders. Our commitment to equal opportunity is embodied in our values of Respect, Integrity & Diligence. They are inherent in who we are, as individuals, and collectively as a Company. We are a 2024 Circle Back Initiative Employer – we commit to respond to every applicant.Please submit your CV by clicking the 'Apply' button.

#J-18808-Ljbffr

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