Job Title	**Contracts Administrator**
Reporting To	**Contracts Manager**
Location	**Head Office, Antrim**
Job Summary	**Full-time – Permanent**

Founded in 2004, Marcon Fit Out have grown to become a leading fit out company operating through the UK and Ireland.

Marcon have delivered high quality fit-outs to many award-winning buildings across the retail, hospitality and museum & heritage sectors. We have an outstanding reputation for quality of service and have been the contractor of choice for many high-profile projects and clients.

Join our team at Marcon Fit-Out as a Contracts Administrator, where you'll play a pivotal role in the contract management process providing effective administrative support to the Contracts and Project Management teams, ensuring that projects are administered efficiently, contractual requirements are met and accurate records are maintained throughout the project lifecycle.

Working within a fast-paced commercial fit-out environment, the role will involve coordinating contract documentation, managing project correspondence, maintaining project records and assisting with the contractual administration of multiple projects.

The successful candidate will be highly organised and confident communicating with clients, subcontractors, suppliers and internal teams.

Responsibilities and Duties

Key Duties/Responsibilities include but may not be limited to:

Contract Administration

- Assist Contracts Managers with the administration of fit-out contracts from project commencement through to completion.
- Prepare, issue and maintain contract documentation, including subcontract orders, instructions, variations and correspondence.
- Maintain accurate and up-to-date project files, site documentation and contract registers.
- Collate and submit information for Building Control approvals
- Ensure relevant documentation is distributed to clients, subcontractors, suppliers and internal stakeholders.
- Maintain records of contractual communications and ensure information is easily accessible and auditable.
- Collate and prepare information for BCAR submissions
- Liaise with Local Authorities and Councils for any relevant permits required.

- General administrative support including data entry, filing, scanning

Project Support

- Work closely with Contracts Managers, Quantity Surveyors, Project Managers and Site Managers to ensure effective project administration.
- Maintain project trackers, registers and reporting systems.
- Assist with the preparation of project meeting agendas, minutes and action trackers.
- Coordinate information between the office, site teams, clients, consultants and supply chain.
- Assist with the collation of information required for project handover and completion.
- Support the administration of defects, warranties, O&M information and final account documentation.

Document Control

- Maintain accurate electronic and hard-copy project records.
- Manage the filing and distribution of drawings, specifications, schedules, contracts and other project documentation.
- Ensure document revisions are appropriately recorded and controlled.
- Assist in maintaining project management and document control systems.
- Ensure confidential commercial and contractual information is handled appropriately.
- Compilation of O&M Manuals

Supply Chain Administration

- Assist with the onboarding and administration of subcontractors and suppliers.
- Support the Contracts and Commercial teams with subcontract documentation and orders.
- Monitor the return of required documentation, including insurance, compliance and health & safety information.
- Maintain accurate subcontractor and supplier records.
- Assist with the administration of subcontractor variations, applications and final accounts.

Experience & Qualifications

- Previous experience in a contracts or project administration role, preferably within construction, fit-out or a related industry.
- Strong administrative and organisational skills.
- Excellent attention to detail and accuracy.
- Experience managing multiple tasks and deadlines simultaneously.
- Strong written and verbal communication skills.
- Good working knowledge of Microsoft Office, particularly Excel and Word.
- Ability to work collaboratively with project and site teams.
- Experience within a commercial fit-out or construction contractor.

Salary and Benefits

- Salary negotiable pending experience.
- Competitive pension scheme.
- Private medical insurance scheme.
- Training and development opportunities.
- Additional holidays pending length of service.
- Team building activities.
- Death in service benefit.

If you're passionate about procurement and thrive in a dynamic, collaborative environment, we invite you to apply for the Buyer position at Marcon Fit-Out. Join us in delivering exceptional fit-out solutions and contributing to the success of our projects and clients.

If you are interested in applying for this position, please send your CV to humanresources@marconfitout.com

Marcon are an Equal Opportunities Employer.