

Procurement and Contracts Administrator

Hays • Newcastle Area NSW



Base pay

\$80,000 - \$140,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

17 May 2022



Expired On

04 Aug 2022



Category

Transport & Logistics



Occupation

Federal Government



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Full job description

Your new company

Be a part of a dynamic global leader within the mining sector, a large open cut mining operation with various projects on the go. Located in the Hunter Valley NSW, this site offers great career and lifestyle benefits.

Your new role

This mining giant is looking for an experienced Procurement and Contracts Administrator to be a part of the Procurement team on an 12-month contract. The right candidate will have strong Procurement end to end knowledge and excellent contracts formation and execution understanding and experience.

Key Responsibilities

- Monitor and manage the procurement record and documentation requirements
- Coordinate and document end of month procurement procedures and reporting
- Develop and issue expressions of Interests and Requests for Tenders
- Negotiate and prepare drafted contracts for execution and implementing
- Contract review and administration
- Source goods and services and contribute to Procurement savings strategies

What you'll need to succeed

- Experience formulating contract documents for execution
- Experience with end to end procurement processes
- Excellent communication, interpersonal and stakeholder engagement skills
- Have a high attention to detail and effective time management practices
- Act decisively, honestly and with integrity
- Experience within the Mining Industry – Highly regarded

- Legal Background or Policy development – Highly regarded

What you'll get in return

- Attractive salary \$\$ – above market rate
- Work for a leading mining organisation which promotes career growth
- Work on site - where the action is

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 now

Astrid.martin@hays.com.au 02 4925 3990

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.

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