



Wiley is an integrated facility solutions business focussed on delivering world class food processing facilities. Wiley stands alone in the market place as a “one stop shop” offering a unique diversity of services and a legacy of state of the art projects throughout Australia and Asia producing the world’s most renowned brands.

We are seeking a **Contracts Administrator** to join our team. You will have the opportunity to work on a wide variety of projects across Australasia's diverse food manufacturing industry. The position will be well remunerated with an attractive package for the right candidate.

THE PERSON

To succeed in this position you will have:

- Tertiary qualifications in Applied Science (Construction Management) or similar
- Greater than five years’ experience in a similar role
- Experience in the cost control software package Jobpac or similar
- Industrial / commercial experience required, food experience is a highly beneficial
- Motivated, goal oriented, accountable and reliable
- Ability to maintain independence with a high level of integrity
- Ability to work autonomously with minimal supervision
- Intermediate skills in MS word, excel and project
- A passion for quality, integrity, future focus, a sense of community and empowering people
- Enthusiasm to learn the Wiley way and contribute to the constant innovation across all aspects of what we do

THE POSITION

In this position you will be responsible for:

- Developing procurement sources for all construction sub trades;
- Developing procurement sources for process engineering solutions, including the supply of packaging, conveyers, compressors, draining, plumbing fittings, motors, robotics, surface finishes;
- Negotiation of subcontracts;
- Maintenance of a pre-qualified list of contractors and suppliers;
- Networking with suppliers, contractors and subcontractors;
- Developing relationships leading to further enquiries;
- Completion of all background work to ensure best value source buying;
- Close liaison with both internal and external stakeholders; and
- Internal relationships with the finance team, project managers, contracts administrators, engineers and other employees as required.

THE DIFFERENCE

A fourth generation family company, Wiley lives by the mantra "Create a Better Future". Wiley is an integrated facility solutions business focused on delivering world class food processing facilities. As a multidisciplinary company in a specialist field, there are opportunities to learn a wide variety of skills. To learn more, please visit our website at www.wiley.com.au

To apply, please email jobapplication@wiley.com.au