

## COMMERCIAL ADMINISTRATOR

Robson Civil Projects is a leading civil contractor with a solid reputation and 60 years' civil earthworks experience. We are currently looking for a highly motivated and experienced **Commercial Administrator** to provide administrative support and assistance in the tender preparation process ensuring accuracy, timeliness, and critical analysis/review of tender documentation prior to submission.

Reporting directly to the Estimating Manager the Commercial Administrator will join our friendly team based at Beresfield and undertake an essential role within the Pre-Contract / Tendering team with responsibility for all aspects of administration and data control to support the estimating team deliver tenders within the allocated time frame. Additionally, the Commercial Administrator will provide professional administrative support to assist the company secure new business.

Accuracy and a strong eye for detail are key to success in this role, coupled with the ability to work effectively in a fast paced, high volume environment.

### ***Main Duties and Responsibilities:***

- Demonstrated experience in general office and administration processes.
- Intermediate to advanced knowledge and proficiency in the use of Microsoft Office applications, particularly Word, Excel, Adobe Pro, Powerpoint and Outlook with the ability to adapt quickly.
- Good organisational skills with the ability to multitask, prioritise and manage activities to achieve outcomes.
- Ability to work unsupervised while being conscientious and reliable, but also understand the value of being part of a team.
- Excellent communication skills, including the ability to write clearly and effectively.
- A strong attention to detail and accuracy in all aspects of your work.
- Demonstrated behaviours aligned to our company values and culture.
- The right to work unrestricted in Australia.

### ***Qualifications and Experience:***

- Three years' experience in an Office Administration role.
- Experience in Estimating Administration is preferred.
- Excellent written and verbal communication skills.
- Intermediate to advanced knowledge and proficiency in the use of Microsoft Office suite.
- Driver's license.

Robson is an equal opportunity employer.

A competitive salary package will be offered based on qualifications and experience.

If you are interested in this exciting opportunity please forward your detailed resume to

[estimatingjobs@robsoncivil.com.au](mailto:estimatingjobs@robsoncivil.com.au)

*(This is an internal hire, no recruiters please)*