



What is a

## Contract Administrator?

Contract administrators plan, develop, negotiate and manage contracts to meet the needs of everyone involved.

### What does the job involve?

- **Developing**, reviewing and negotiating changes to contracts, projects and services
- **Managing** paperwork
- **Answering** enquiries and solving problems about contracts, projects, services, and people involved
- **Working** with project managers, architects, engineers and other building professionals to make sure goals are met
- **Overseeing** work by contractors and reporting on changes to work orders
- **Collecting** and analysing project data and reporting on project outcomes
- **Managing** and arranging permanent and temporary offices

### How do I get into this career?

Complete an entry level qualification in building and construction which is designed to meet the needs of contract administrators working in small to medium-sized businesses. If you wish to work on bigger higher cost projects, explore the possibility of a degree qualification

### What should I study?



### More information

Visit the Job Outlook website  
at [joboutlook.gov.au](http://joboutlook.gov.au)

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