

## Contracts Administrator

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Company: Kenton Black

Location: Derby

Category: other-general

Description Contract Administrator - 12 Month Contract My client is a Principal contractor who are working on Water Projects in the West & East Midlands. They are after a Contract Administrator, to assist the Commercial Team Based in Derby with the collation, reconciliation and reporting of data and to provide cost and budget advise to project team. The successful candidate will have good IT skills including a conversant understanding of excel & word. Construction or Civil Engineering experience is desirable. Typical duties: -Assist with the cost control of various sites -Active participation in weekly planned v actual resource usage -Accurate and timely cost collation from site records -Regular reconciliation of costs with budget -Preparation of cost reports

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