

## Contracts Administrator

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Company: O'Neill & Brennan

Location: Hatfield

Category: construction-and-extraction

CONTRACTS ADMINISTRATOR

HERTFORDSHIRE

£26,000 - £28,000

O'Neill & Brennan are working with an award-winning construction company based in Hertfordshire, who are currently on the hunt for a Contracts Administrator to work in their Head Office.

Your standard working hours will be 8am-5pm, Monday to Friday.

### Main Duties

- \* Preparing contract documents for execution
- \* Administrating change control procedures
- \* Agreeing commissioning and testing procedures
- \* Collating and issuing schedules of defects

\* Coordinating and instructing site inspectors

\* Ensuring that project documentation is issued to the client

For more information on this exciting opportunity, please click 'apply'

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