

Body Corporate / Strata Industry Contract Administrator

Archers Body Corporate Management is a well established Body Corporate/Strata Management company and industry leader. With offices located throughout Queensland, our primary focus is to offer clients financial assurance, friendly and professional service, effective communication and experience – ensuring that all strata communities are effective and harmonious.

Archers has an exciting opportunity to for an enthusiastic and motivated candidate to join our team as a Contract Administrator.

Archers offers committed professionals a comprehensive career pathway with promotional opportunities to Executive Management & future equity partner for the right candidate after a suitable tenure.

We pride ourselves on our heavy focus on individually tailored Training and Development opportunities for each staff member. Our focus on education has been formally recognised in the form of the 2013 Strata Community Australia (SCA) - Commitment to Education Award.

To monitor staff development and morale we conduct regular evaluations to ensure that all staff are happy and progressing within their career.

This position is for a contracted period of 6 months with the possibility of extension.

Key Responsibilities:

- Reviewing existing contracts in place for Strata Schemes (Caretaking, Letting, Lift, Utilities)
- Ensuring correct information is entered into database

Key Requirements:

- Must have previous experience in contract administration
- Knowledge of the Strata industry beneficial
- Excellent Administrative skills;
- Data entry and file management;
- Professional presentation;
- Contractor/Inspector and client liaison

Remuneration will be in line with knowledge and experience.

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