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AVANT CONSTRUCTIONS PTY LTD

Member MBA & HIA
Lic No 22343

Unit 1, 51 Owen Street, Glendenning NSW 2761

ABN 79 001 432 524

Profile: Construction Manager

Benefits:

- Competitive Salary
- Car
- Laptop
- Phone

Duties & Responsibilities

General:

- Construction management for multiple projects running at the same time, including organising and delegating tasks to other departments and multiple trades.
- Liaising and carrying out Client requests
- Being aware and sometimes administering WHS, Environmental and QA documentation
- Reading and interpreting plans
- Proficient in using Microsoft Word, Excel, Project and Outlook, and Sage 300 Construction
- Attending formal meetings with Avant Management to discuss various issues and items

Onsite:

- Attending site and tender meetings when required
- Supervising a range of different trades such as demolition, carpentry, tiling, cleaning, painting, plastering etc with a possibility of some hands-on work.
- Liaison with client and or client representative
- Ordering and organising of materials, equipment, suppliers and sub-contractors
- Picking up and or delivery of materials and equipment (where required)
- Continually checking works after completion for defects
- Carry out WHS requirements on-site (where required)
- On site measuring up and sketching

Office Roles:

- Correct documentation control and distribution
- Ordering of materials and or equipment
- Contacting Suppliers and or Subcontractors for pricing
- Organising of trades on required times/days
- Preparing of project budgets

- Interaction with Contracts Administration department including but not limited to assisting with:
 - Administering contracts such as but not limited to; MBA, GC21, MW21 and AS contracts with clients and/or subcontractors and suppliers. This includes implementing and administering a contract if no contract exists.
 - Administering certification, warranties, product information and as-builts from subcontractors and suppliers throughout project cycle as required for completion/handover.
 - Preparation and actioning of invoices, progress claims, variations, Extension of Times and RFI's for projects from commencement to completion
- Project programming administration
- Interaction with Estimating department including but not limited to assisting with:
 - Tender/project handover meetings/discussions
 - Preparing scope of works for trades
 - Formal tender submissions
 - Expressions of interests
 - Project programming
 - Visiting sites to carry out inspections for tendering and meeting potential clients
 - Quotation submissions including taking out quantities over a range of different trades
- Subcontractor and supplier procurement, including negotiation of terms and conditions and issuing purchase orders and contracts for projects
- Carrying out document control and correspondence between subcontractors, suppliers and clients
- Variation control and pricing
- Marketing to potential clients