

## WE ARE LOOKING FOR A FULL-TIME **CONTRACT ADMINISTRATOR**

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### WHO ARE YOU?

Are you great at customer service?

Can you juggle a hundred things at once and still not drop the ball?

Are you a gun at processes, organisation and details?

### SOUNDS LIKE YOU SO FAR? GREAT!

Because we're looking for a highly skilled and efficient Contract Administrator to help take our customers on a journey from purchase through to settlement and handover.

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## LET'S DIG A LITTLE DEEPER TO FIND OUT IF YOU'VE GOT WHAT WE'RE LOOKING FOR.

The Contract Administrator will fill a key role on the Beulah team by managing all contracts of sale and troubleshooting all purchaser enquiries related to their contracts.

Key responsibilities of the role will include:

- Working with the Sales Team to ensure that all contracts of sale are executed properly and that deposits are processed correctly
  - Assisting the Sales Team to troubleshoot and manage contract-related enquiries and negotiations and liaising with external lawyers if required
  - Working with the Development Team to coordinate all purchaser variation requests and ensuring that agreed variations are properly documented and communicated
  - Acting as the main point of contact for purchasers regarding all contract related queries and issues
  - Maintaining an accurate and up-to-date contract register for each project with all documentation recorded
  - Conducting defect inspections prior to settlement and ensuring all contract of sale requirements (including variations) are complied with
  - Coordinating purchaser inspections prior to settlement and escalating any defects to the Development Team
  - Coordinating the settlement and handover process
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## WHAT ELSE DO YOU NEED TO HAVE?

### YOUR STRENGTHS

We are looking for someone who:

- Is excellent in managing customer relationships
- Is extremely efficient at time and work management
- Has a can-do attitude and a positive outlook
- Has the ability to manage conflict and work through them
- Is an excellent communicator
- Is highly organised
- Has a keen eye for detail
- Loves systems and processes
- Is all about responsibility and accountability
- Is highly resourceful and able to solve problems as they arise

### YOUR SKILLS & EXPERIENCE

In addition, we are looking for someone who has a proven track-record in the industry – someone who:

- Has had at least 3 years of Contract Administration experience in a similar-sized or larger property development company
  - Has customer service experience and knows how to manage relationships
  - Is extremely familiar with all of the standard documentation, systems and processes in the end-to-end contract of sale process
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**WE WANT TO HEAR FROM CONTRACT ADMINISTRATORS THAT DO NOT WANT TO WORK FOR AN ORDINARY PROPERTY DEVELOPER.**

**WE CHALLENGE THE STATUS QUO, INNOVATE, AND MOST IMPORTANTLY; DELIVER EXCEPTIONAL QUALITY PROJECTS THAT ALIGN WITH THE COMMUNITIES THAT SURROUND THEM.**

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**IF THIS SOUNDS LIKE YOU AND  
YOUR PERFECT ROLE, PLEASE GET  
IN TOUCH WITH US TODAY.**

**SEND US YOUR CV & COVER LETTER IN PDF FORMAT OUTLINING  
WHAT YOU THINK YOU CAN BRING TO THE TEAM TO:**

**[PEOPLE@BEULAHINTERNATIONAL.COM](mailto:PEOPLE@BEULAHINTERNATIONAL.COM)**

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**WE HOPE TO HEAR FROM YOU SOON!**