

About Zenith

Zenith Energy (Zenith) is a market leader in the development and delivery of sustainable energy solutions. We specialise in designing, building, operating and maintaining tailored off-grid power generation and service models. We integrate a complete range of thermal and sustainable fuel sources, together with innovative technologies, to deliver cost-effective and reliable solutions for clients across Australia.

Join Zenith to be part of landmark cutting edge renewable energy projects, involving Solar, Wind, Thermal, BESS and LNG storage in Western Australia.

About the Role

As part of the Corporate Commercial, Contracts & Procurement team, the Contracts Administrator will provide commercial support, at the pre contracts negotiation phase. The main responsibilities include:

- Assist with the review and advice on pre contract commercial activity.
- Participate in contract negotiations.
- Assist with the awarding of contracts.
- Provide handover to the Project delivery team and assist with post award queries.

About You

As the **Contracts Administrator**, you will be expected to demonstrate strong attention to detail and with a passion to grow with the business. You will have the following experience, knowledge, and skills to bring to the role.

Experience

- 2 years' experience in a commercial, contracts position
- Experience in the Energy/Mining industry is desirable

Skills/Ability

- Excellent written and verbal communication skills.
- Strong attention to detail
- Strong negotiation skills and ability to liaise with a diverse stakeholder group.
- Ability to flourish under tight deadlines and prioritise.

Qualifications & Clearances

- Bachelor of Commerce, Law, Engineering, Construction Management, or related discipline



Why Zenith

Come and be a part of Zenith's mission to drive sustainable energy solutions while consistently delivering outstanding value to clients within the energy sector. You'll be part of a market leader poised for significant expansion, joining a company that deeply appreciates and celebrates its talented workforce. In addition, we offer:

- Competitive salary and participation in our bonus scheme
- Growth & development opportunities
- Exposure to innovation and part of the global energy transition
- Central 'state of the art' offices in Rivervale with end of trip facilities

Ready for your next challenge?

If this job describes your knowledge skills and experience, please apply, and submit a resume that details your knowledge skills and experience and a cover letter which outlines why you are interested in the role.

Join the team delivering sustainable energy solutions across Australia and make a difference. To learn more about Zenith head to our website <https://www.zenithenergy.com.au>



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[zenithenergy.com.au](https://www.zenithenergy.com.au)