



TALENT FOR BUSINESS GROWTH

USHER | GROUP

Website	https://ushergroup.com/about-us/
Office Address	Unit 1, 47 Newheath Drive, Arundel
Company Overview	<p>From humble beginnings 17 years ago, the Usher Group has grown to be the largest commercial painter in QLD.</p> <p>From complex painting maintenance plans to large scale building projects, the Usher Group manages and coordinates all facets of the project and has a reputation for its experienced and professional project teams. Their industry skilled professionals & financial stability give clients the security and certainty that their project expectations will always be met; and a proven process delivers great results with outstanding consistency.</p>
Employment Type	Internship
Position Title	Contract Administration Intern
Purpose	Support contract administrators and operations team in delivering outstanding service and practical, cost-effective solutions for clients.
Key Duties	<ul style="list-style-type: none">• Support contract managers in all aspects of contract administration, including data population, variations, progress claims, insurance bonds / bank guarantees and cost reports.• Maintain privacy & confidentiality of the Usher Group and their clients.
Key Skills & Attributes	<ul style="list-style-type: none">• Positive, enthusiastic, can-do attitude• Ability to work well with a team• Efficient and productive, able to focus and complete work quickly & accurately• Knowledge of contract administration in the construction industry, from relevant university studies• Ability to self-manage & work with minimal supervision

Students: To express your interest in this position, please APPLY NOW at www.studygoldcoast.org.au/work/open-opportunities/

Providers: To support your student in obtaining this position, please email partnerships@studygoldcoast.org.au or contact Megan on 07 5556 6106.

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- High accuracy and attention to detail, making sure to double check and ask questions if not sure
- Willingness to undertake a range of tasks within the team & learn new skills
- Excellent verbal & written communication skills
- Experience in construction industry and/or customer service desirable

Software Knowledge

MS Office

Reporting Relationship

Reporting to a supervisor allocated within the Signage division

Remuneration

Unpaid internship

Hours

1-2 days per week, by mutual agreement, based on university requirements. Workdays and times to be agreed upon and committed to at the start of the internship.

Company hours worked are 7.30am to 4pm or 8am to 4.30pm Monday to Friday

Additional Information

The Usher Group is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees.

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INTERNSHIP OPPORTUNITY

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and **APPLY NOW.**

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