



Image Linemarking Pty Ltd  
27 Capital Drive  
Dandenong South. VIC  
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## Estimator/Contracts Administrator

### The Company

Image Linemarking is a serious market leader, with a true focus on quality. We are a Melbourne based company and we are currently looking for an Estimator/Contracts Administrator to join our team.

### The Role

Reporting to the General Manager, the estimator/contracts administrator will be required to work in a team environment.

The new role will involve:

- Answer phone calls in a professional manner
- Understand and complete contracts DOT, Tier one contractors, Councils and Shires
- Liaise with clients to understand their specific requirements and document.
- Accurately read and interpret plans and contracts
- Meet clients on site to discuss and carry out onsite audits, estimations and contract obligation
- Formulate quotations, submit to client and completion all relevant in-house documentation.

### What you need

You will ideally have the following criteria:

- Excellent communication skills, written & verbal
- Current drivers licence
- Ability to keep a professional appearance and attitude.
- Competency with Microsoft Office (Outlook, Word, Excel and Access)
- Construction industry knowledge and/or a trade background favorable

### The Rewards

- A generous salary – Based on experience
- Mobile phone
- Super as per legislative requirements
- A supportive workplace culture
- Work is recognized and rewarded

Like the sound of this, don't have the right skill-set but believe this is within your reach?

Still Apply.

Resumes can be emailed to:  
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