

## Contracts Specialist – Sydney, 6 month contract

### ...More than just an environmental consultancy

Eco Logical Australia (ELA) exists to empower employees and clients to make a difference. We pride ourselves as being **Approachable Experts**, who lead with science and technology to help our clients navigate complexity, achieving the best possible outcome for them and for the environment.

Our people are **industry leaders** – passionate, talented, and all-round nice people! We are proud of our standing within the Professional, Scientific, and Technical industry, reporting statistics higher than average on representation of women within our workforce (57%), with 56% of management positions being held by females.

Our commitment towards Diversity, Equity and Inclusion creates a place of belonging, and a safe workplace where people are respected for their contributions. This commitment builds on our company's foundational values of **Listen First, Share your Genius, Be Courageous, and Feed the Culture**.

That's what truly makes us... more than just an environmental consultancy.

### About the Opportunity:

We are seeking a Contracts Specialist to join us for 6 months. Full time or flexible hours can be considered. In this role you will work as part of a contracts review team. You will review consultancy agreements and purchase orders by identifying commercial and contractual risk terms, and suggesting amendments, in accordance with our internal policies. You will support our Project Managers and other internal stakeholders in understanding the risks and obligations of their project, internal processes and in negotiating their contracts. You will be responsible for seeking management approval of contractual issues and for preparing hardcopy agreements for the contracts team where necessary.

### About you:

You will meet the following essential requirements:

- Admitted solicitor
- Relevant experience (ideally 5+ years) and familiarity with contract law
- Exceptional written and verbal communication skills, and sharp attention to detail
- Ability to prioritise, multitask and have a real sense of urgency
- Demonstrated strong problem-solving and analytical skills
- Well-developed planning and organisational skills
- Ability to adapt to changes in process
- Well-developed MS Office skills

You will also possess the following personal attributes:

- Highly motivated with a positive attitude
- Strong analytical skills and attention to detail (document and version control)
- Sound judgement and decision-making abilities
- Continual improvement mindset and ability to adapt to change
- Ability to maintain calm under pressure or when faced with new challenges

- The desire to positively contribute to the ELA workplace culture

In addition to the above, there is opportunity to get involved in projects at a corporate level that align with your skills and interests.

**We will offer you:**

A competitive remuneration package which will be discussed with you in person and negotiated with the successful candidate.

In the meantime, you will be comforted to know we are Workplace Gender Equality Agency (WGEA) compliant, and we conduct an annual pay equity review across roles.

We encourage you to view our extensive company benefits and offering at [www.ecoaus.com.au/careers](http://www.ecoaus.com.au/careers).

**Next steps:**

If you are an Australian citizen or resident, are seeking a friendly and professional organisation where workplace culture is highly valued, and where you can grow and further develop, get in touch!

Please forward your application, including a cover letter telling us a bit about who you are, why you'd be awesome in the role, and address the experience and attributes above, to Donna Barlow, HR Coordinator, via email [recruitment@ecoaus.com.au](mailto:recruitment@ecoaus.com.au) by Friday Dec 3 2021.

We can't wait to meet you.

