

POSITION DESCRIPTION



Position Title	Contracts Administrator
Career Level	2
Location	North Sydney
Position Type	Fixed Term Contract
Business Unit	Corporate Services
Reports To	Contracts Coordinator
No. of Direct Reports	0
Date:	November 2025

About MLA

MLA works in partnership with the red meat industry and the Australian Government to deliver marketing, research and development products and services to cattle, sheep and goat producers. Our core purpose is to deliver world leading outcomes that fuel global competitiveness, sustainability and producer profitability.

Our values:

- Integrity at heart - We are unwavering in our commitment to our stakeholders.
- Stronger together - We embrace diversity and collaborate to deliver impact.
- Future focused - We strive to continuously improve and push boundaries towards a better future.

Position Purpose

To provide first class client contract administrative support to MLA by setting up projects and contracts in MLA's systems and ensuring compliance with MLA's policies and procedures.

Key Accountabilities

- Accurately record information in CRM Project Hub and SAP including project, contract, milestone status and budget.
- Facilitate internal approval of projects and contracts in MLA's system in accordance with the Contract and Work Approval policy.
- Maintain communication with internal and external stakeholders in relation to the progress of their projects and contracts.
- Ensure the documentation, recording and retrieval of all contracts and associated information are recorded and accessible within MLA's systems.
- Liaise with Contracts team members to ensure all documents meet MLA's internal approvals.
- Work across business unit portfolios as required.
- Comply with the hybrid working principles and MLA's policies and procedures in workplace health and safety as applicable.

- Carry out any other tasks as requested by Contracts Coordinator.

Major Challenges and Complexities

Ability to manage multiple activities and priorities both planned and unplanned whilst maintaining a high level of customer service and efficiency and keeping to agreed Service Level Agreements (SLAs).

Key Relationships

Internal	Contracts Coordinator Contracts Team All other clients across all other business units within MLA.
External	External contracting partners

Other (i.e. travel required, on call)

None

Essential Qualifications / Skills / Experience / Competencies

- You're a pro-active team player that knows when to roll up your sleeves to get the work done.
- You're focussed on finding solutions and achieving our team KPI's and enabling the business to achieve it's commitments in MLA's strategic plan.
- You're customer focused and able to build trusted working relationships with internal and external stakeholders.
- You have high level of attention to detail, strong organisational skills and the ability to manage (and prioritise) multiple tasks simultaneously.
- You're able to build trusted working relationships with internal and external stakeholders.
- You keep calm under pressure particularly during high-stress situations and times of high-volume.
- You have excellent written and oral communication skills.
- You exhibit enthusiasm and a willingness to learn and actively partake in the transformation of our team to deliver.
- You're tech savvy with strong Microsoft Office skills.
- You're a quick learner and adaptable.

Desired Qualifications / Skills / Experience

- Demonstrated general administration or project admin experience.
- Experience using SAP (or another Enterprise Resource Planning (ERP) system), CRM, SharePoint and ticketing systems.