

# Position Description



Powering a  
Bright Future

## Contract Admin Officer

Contract Performance Delivery

Contracts Delivery

### Objectives

- Support the Contract performance Delivery team with a variety of administrative tasks
- Maintain accurate records and documentation, ensuring compliance with internal guidelines, audit requirements, and relevant regulations and KPI reporting requirements
- Provide day-to-day administrative support to the Contracts Delivery team, enabling smooth operational workflows and effective supplier engagement.
- Administer the Service Entry Sheet (SES) process, verifying that invoices from suppliers are receipted accurately and promptly, in accordance with TasNetworks' policies and procedures.

### Role Specific Accountabilities

- Process SES transactions, and good receipting in SAP to ensure accurate and timely invoice receipting, aligning with budgetary controls and financial policies.
- Maintain organised records of supplier communications, purchase orders, and any contract-related documentation to facilitate easy retrieval and compliance checks.
- Generate periodic reports for management and other relevant stakeholders, highlighting any exceptions.
- Process material requests in accordance with TasNetworks' policies and procedures.
- Support continuous improvement efforts by identifying process inefficiencies and proposing enhancements in collaboration with management.
- Provide general administrative assistance, such as scheduling meetings, preparing documents, and monitoring shared mailboxes for contract-related inquiries.
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

TasNetworks and **you.**

## To be successful in this role

- A certificate or diploma in Business Administration or a related field (or equivalent work experience) is preferred
- Prior exposure to operational or contracting environments, ideally within the power distribution or a similarly regulated industry, is highly desirable.
- Basic knowledge of invoice handling, purchase orders, or supplier relations—ideally gained in an administrative or operational support role.
- Comfortable using SAP to input and track data, with strong Excel/Word skills for reporting and documentation.
- Demonstrated ability to manage data entry and documentation meticulously, ensuring compliance with company policies.
- Able to work collaboratively with both internal teams and external suppliers, responding to inquiries clearly and professionally.
- Comfortable managing multiple priorities, shifting deadlines, and changing requirements in a fast-paced environment.

## Compliance Requirements

- A satisfactory National Police Record check to confirm eligibility for the role

## Reports to:

Contract Performance Lead

## Direct reports:

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## Approved:

November 2025

Our behaviours **be curious** **be brave** own it

