

Job description
Position: Building administrator
Type: Full time | permanent
Location: Canberra
Start: Immediate

03.06.2026

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The role

Molonglo's core business is the development of new buildings and the ongoing, long-term management of a diverse property asset portfolio across Canberra and Melbourne, which includes commercial buildings, industrial buildings, carparks, a hotel, and vacant land.

The company's vision is centered on fostering healthy societies through built environments that encourage cultural expression, collaboration, and human connection.

The business operates as a small, three-tiered organisation. Three Executive Directors head up the organisation, with two Senior Development Managers (SDM) reporting to them is a team of support staff.

The Building Administrator will join this support staff team, providing critical support to the SDM in relation to all aspects of building and property ownership.

This role is central to maintaining the effective day-to-day management of contractors, suppliers and consultants with a focus on managing preventive maintenance and future performance, ensuring compliance with statutory and regulatory requirements, handling tenant maintenance requests and ensuring the contractual foundations of Molonglo projects are accurate and well managed.

What you will do

- Contractor engagement and management: assist with the coordination and end-to-end management of service contractors and or consultants or suppliers, from preparing briefs and tendering to onboarding, WHS site inductions, and job close-out.
- Legal liaison: support the SDM in capturing contract amendments, verifying changes with legal counsel, and maintaining a meticulous filing system for all correspondence.
- Maintenance, triage: proactively track and manage tenant maintenance requests; triage requests, support the SDM with allocation of work orders to contractors, coordinate building access, and work with the Communications Manager to proactive communication regarding service outages to tenants. Review work orders, invoices and service reports against contracted scope, review issues identified and obtain quotes and recommendations for review. Progress variations as required by the SDM.
- Asset and utility tracking: assist the SDM with maintaining comprehensive asset registers and utility tracking sheets, review utility provider accounts and claims against these registers to confirm billing accuracies. Monitor consumption and assist the SDM with capital works or modification to service contractor scopes to implement efficiency initiatives and support NABERS rating improvements.

MOLONGLO

Canberra, Melbourne, Athens

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- Financial administration: review and allocate invoices to correct entities/tenancies prior to SDM approval, oversee monthly submeter reads, review and track currency of contractor, supplier and consultant insurances, and other supporting administrative tasks to the SDM to deliver accuracy and real time awareness of expenditure for the building holistically.
- Project tracking: maintain a live register for development projects (refurbishments and new works within existing buildings or on the land) that tracks contract status, key trigger dates, payment claims, negotiation history, and all other project metrics as required by the SDM.
- Systems and tools: Assist with transition to new management systems and validation of accurate data entry, under the guidance of the SDM.
- Process Improvement: Identify opportunities to integrate AI tools and automation to streamline routine administrative workflows and improve documentation accuracy, under the guidance of the SDM.

Who we are looking for

You are:

- Proactive, with the ability to manage competing priorities and track tasks through to completion.
- Highly organised and meticulous, with strict attention to detail across both operational and legal/contractual work.
- Exceptional in your written and oral communication skills.
- Reliable, trustworthy and calm in the face of complexity.
- Able to manage multiple tasks across various workstreams simultaneously.
- Able to develop and maintain strong collaborative working relationships with contractors, tenants and internal teams.
- A problem solver with sound judgment and emotional intelligence.
- Compliant with strict confidentiality requirements.
- Comfortable embracing technology and change, and eager to improve systems and processes.
- Committed to the adoption, usage and implementation of AI tools as part of everyday work, a able to identify opportunities to apply AI to improve the quality, efficiency and consistency of your outputs.

You have:

- Experience in the property industry in areas of contract administration and building operations.
- Strong computer skills and confidence using cloud-based systems and document management platforms.
- A desire to learn and enhance skills.
- Demonstrated ability to adopt and implement AI tools in a professional context, including applying AI to automate routine tasks, enhance the quality and efficiency of work product, and integrate AI-assisted workflows into day-to-day operations.

You may also have:

- Degree qualifications in a relevant field, or working towards a qualification. Ideally
- legal, accounting and asset management fields.
- Experience in the property development or commercial property industry.
- Experience using G Suite.
- Familiarity with asset management systems e.g. Released, My Buildings etc
- Familiarity with contract administration systems e.g. Procore, Acconex

About Molonglo people

People at Molonglo exemplify the following attributes:

Deep care

A commitment to delivering quality of work that is well researched, questioned and analysed to produce meaningful outcomes.

Creativity

A desire to challenge existing ideologies and develop solutions in a nuanced way.

Lifelong learner

A keen interest in building and sharing knowledge, becoming an expert in your field and having an openness to learn about other aspects of Molonglo.

Pluralism

Openly shares and welcomes ideas and perspectives, generates opportunities for authentic collaboration both inside and outside of Molonglo to achieve the best outcome.

Leadership

A desire to have an impact, to influence others and inspire followership for your ideas at all levels of Molonglo and externally.

Custodianship

A commitment to act with environmental sustainability in mind at all levels of your work at Molonglo and in your life.