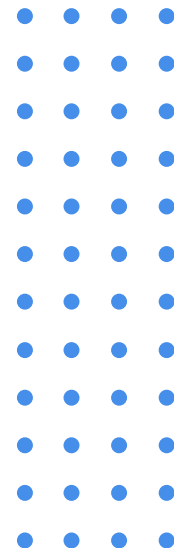


# Transition from Contract Administrator to Project Manager

## Best Tips

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The transition from Contract Administrator to Project Manager is one of the hardest career steps we see in construction.



If it's in your line of sight,  
you'll generally have to  
work harder than your  
average CA to get there.



# Some things we suggest you actively work to do are:

## **Understudy your PM**

Do as much of the job as you can without the title! That way, you can point to having done that work when you're looking to step up.

## **Learn what the other people in your project team do.**

The more you know about construction, design, program etc, outside of the commercial aspect, the better.

## **Demonstrate your ability to make decisions.**

This is at the crux of what a PM does, day in and day out. Show that you can be the shepherd, not the sheep.

## **Evaluate whether your business can provide you with the opportunity to step up.**

If they can't, you know what you need to do - find somewhere that can.

As a final note - be vocal about your plans.  
Tell your managers you're looking to progress.

Don't sit back on your laurels and hope  
a promotion will come your way.

Instead, take an **active approach** to your career!



For more information...

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