

Project Administration

AWX Pty Ltd • Townsville QLD



Base pay

\$58,240 - \$62,400



Work type

Full Time



Contract type

Not provided

Job details



Date posted

17 Apr 2021



Expired On

20 May 2021



Category

Construction



Occupation

Other



Base pay

\$58,240 - \$62,400



Work type

Full Time



Job mode

Permanent

Full job description

Project Administration Job title: Project Administration Contract type: Permanent Location: Townsville Industry: Sales, Administration & Support Salary AU\$28 - AU\$30 per hour Reference: J45440_1617945398 Contact name: Jane Falconer Contact email: jfalconer@awx.com.au Job description About the Role AWX are seeking highly motivated experienced Project Administration to assist the Director in a building construction company for our client based in Townsville. You must be able to work Monday to Friday 38 hours a week. The candidate must be able to show initiative to identify problems and work to resolve them, be willing to work with construction staff, have strong organisational skills to support project teams and be willing to provide support to other business services such as health and safety and business development. A main requirement is for people who fit our culture with a positive "CAN DO" attitude and be self-motivated. ROLE REQUIREMENTS * Experience in the Building Construction industry, previously in a similar role of scheduling and coordinating different projects * Contract Administration experience preferred * Manage document control * Current Drivers Licence * Must have proven prior experience in a similar role GENERIC REQUIREMENTS * Own PPE including long sleeve high vis, hard hat, steel capped boots and safety glasses * Ability to work long hours * A quick learner who can think on their feet * Reliable and flexible * Excellent communication skills * Ability to work unsupervised and with others Please only if you have the above mentioned Role and Generic requirements. Due to the high volume of applications received only those applicants shortlisted will be contacted.