

Project Administrator

Hays Office Support • Newcastle Area NSW



Base pay
\$25 - \$40 / hr



Work type
Full Time



Contract type
Permanent

Skills

PROJECT MANAGEMENT

MICROSOFT WORD

OFFICE EXPERIENCE

SWITCHBOARD

WRITTEN AND VERBAL

Full job description

Dates: Temp to Perm role

Pay: \$35 hourly

Hours: Monday to Friday 8:30am-5pm

Location: Newcastle

Your new company

This Government agency is responsible for the delivery of project management and construction, real estate investment and development.

Your new role

You will be supporting an established Newcastle based delivery team. You will liaise with your team and stakeholders to ensure priorities and deadlines are being met. You will be an outcome focused person was a passionate for client service. You may perform some general reception duties, screening and forwarding calls, greeting clients and visitors. You will be under limited supervision so ownership of the role is important.

You will be tasked with project costing management, collating, preparing and formatting reports as well as document management.

What you'll need to succeed

- Previous experience in a Project Support and/or administration role
- Knowledge of TRIM or other record management systems (desirable)

Job details



Date posted
29 Sep 2021



Expiring date
29 Sep 2022



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$25 - \$40 /hr



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Strong Microsoft Office experience, particularly Excel
- A detail orientated person who strives to deliver
- Ability to juggle competing deadlines, somebody who thrives in a fast paced working environment
- Demonstrated proficiency in operating switchboard and word processing programs
- Sound written and verbal communication skills, planning and organizing skills with the ability to multitask
- Exposure to SAP

What you need to do now

If this sounds like something of interest, please email your resume to Casey Thatcher casey.thatcher@hays.com.au, or for a confidential chat call on 0427 610 161.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career. OR if you know someone who is interested in a role like this, please send them this link.

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