

Project Support Officer

Hays Office Support • Newcastle Area NSW



Base pay
\$30 - \$50 / hr



Work type
Full Time



Contract type
Permanent

Skills

OFFICE EXPERIENCE

Full job description

Your new company

This Government agency is responsible for the delivery of statewide infrastructure.

Your new role

You will be supporting an established Newcastle based delivery team for an existing project. 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 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 role
- Knowledge of TRIM or other record management systems (desirable)
- 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

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.

Job details



Date posted
08 Sep 2021



Expiring date
08 Sep 2022



Category
Admin & Office Support



Occupation
Project Manager



Base pay
\$30 - \$50 /hr



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

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