


Site Administration Assistant

Wood • Macarthur & Camden Area Sydney NSW

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

MICROSOFT OFFICE

MICROSOFT WORD

SCANNING

ADMINISTRATION ASSISTANT

Full job description

Overview / Responsibilities

Wood is currently looking for an experienced Bunbury based Site Administrative Assistant to join the construction team on the Kemerton Lithium Plant just north of Bunbury. Join this site based team to assist and support as the project moves into the exciting completions and commissioning phase of train 1 then followed by train 2 producing Battery grade Lithium for export.

Key Role Specific Responsibilities:

- Undertake administrative duties to ensure efficient flow of information and correspondence
- Maintain hardcopy and electronic filing in accordance with project / business line procedures. duties include filing, scanning, and distribution of documentation
- Entering data into daily, weekly and monthly reports as required
- Maintain site related registers as required
- Document delivery and assembly including creation and formatting of presentations, reports, memorandums, letters, specifications, datasheets and other documentation to ensure consistency of project deliverables with Wood standards
- Compliance with Document Control to ensure integrity of the document management systems across the project
- Organise and coordinate with appropriate company personnel functions


Job details

 Date posted
10 Jun 2021

 Expired On
19 Jul 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

including client, subcontractor, company, senior management and staff

- Carry out archiving of records as and when required
- General support of Document Control and Project Administrators as required

Skills / Qualifications

Knowledge, skills and experience:

- Minimum 3 years of experience in a site administration role or similar role preferably within the Mining and/or Oil and Gas
- Experience with microsoft office suite including word and excel

Personal attributes:

- A pro-active attitude
- Personal integrity and trustworthiness
- A common sense approach to everyday life
- A willingness to treat all people with respect, integrity and consistency
- High levels of initiative and "get up and go" to manage own work flow to meet objectives
- A capacity for persistence and resilience and patience in a sometimes challenging environment
- Willingness to learn
- An appreciation of the value of team work and willingness to work as part of a team, providing support for other team members as required
- Commitment to ongoing safety

You must be local to Bunbury and have the right to work in Australia.

To join the team apply now!

Company Overview

Wood is a global leader in engineering and consultancy across energy and the built environment, helping to unlock solutions to some of the world's most critical challenges. We provide consulting, projects and operations solutions in more than 60 countries, employing around 45,000 people. www.woodplc.com

Diversity Statement

We are an equal opportunity employer that recognises the value of a diverse workforce. All suitably qualified applicants will receive consideration for employment on the basis of objective criteria and without regard to the following (which is a non-exhaustive list): race, colour, age, religion, gender, national origin, disability, sexual orientation, gender identity, protected veteran status, or other characteristics in accordance with the relevant governing laws.