



# Project Administrator

Diona • Baulkham Hills NSW 2153

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Contract

## Job details

 Date posted  
**17 Jul 2021**

 Expired On  
**30 Jul 2021**

 Category  
**Admin & Office Support**

 Occupation  
**Contracts Administrator**

 Base pay  
**\$0 - \$0**

 Contract type  
**Contract**

 Work type  
**Full Time**

 Job mode  
**Standard/Business hours**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

## Perks

PAID PARENTAL LEAVE

## Skills

MICROSOFT OFFICE

CLERICAL

## Full job description

Diona is an award-winning business built on a solid reputation and more than 40 years' experience. We are specialists in cable laying installations, water, sewer and gas pipelines, as well as drainage and concrete construction. Our services encompass every aspect of utility infrastructure design and construction.

### WHAT YOUR DAY WILL LOOK LIKE

As an Project Administrator with Diona, you will be responsible for the provision of contracts administration and general administrative assistance across the project life-cycles in our New South Wales operations. You will be assisting with document control, project budget coordination and reconciliation as well as preparation of invoicing. Working closely with the Project Managers you will also:

- Assist with scope change requests and extension of times.
- Attend meetings with the Project Managers and take minutes.
- Draft RFI's and any required project documentation.
- Manage program critical dates within the team.

### WHAT YOU WILL BRING TO THE TEAM

We are looking for a lively personality who is willing to assist our stakeholders with any administration task as required. As a Project Administrator you will

have the ability to communicate effectively with all stakeholders. You will also have:

- 5+ years of experience in a similar position.
- Previous experience working in the engineering or construction industry.
- Contracts Administration experience - knowledge of tendering and contractual policies, processes and procedures.
- Excellent interpersonal skills.
- Strong attention to detail.
- Demonstrate intermediate & broad knowledge in Microsoft Office software.

#### **WHY DIONA?**

We provide a diverse and inclusive work environment and because we believe that people are our most valuable asset, we invest in, and support our employees' personal and professional growth. Some of the ways we do this is through ongoing professional development, leadership and mentoring programs, paid parental leave and professional memberships and subscriptions.

#### **WHAT NOW?**

If this sounds like the opportunity for you then **APPLY NOW** or if you require further information, contact Marnie Stewart on 07 3895 3444 for a confidential discussion.