

KARRATHA is CALLING

Project Administration Officer

Base Salary \$85,566 to \$91,466 per annum plus super

The Project Administration Officer plays a key role in supporting the successful delivery of capital works projects from planning through to completion.

Working within the City Projects and Engineering team, this position provides high-level project, contract, procurement and administrative support to ensure projects are delivered on time, within budget and in line with established project management practices.

About The Role:

- Support the delivery of capital works projects within agreed timeframes and budgets
- Provide project, contract and administrative support to the Project Delivery Team
- Assist with procurement, tendering and documentation processes
- Monitor project progress and maintain accurate financial and project records
- Coordinate stakeholder communication and project working group activities
- Coordinating project administration, documentation and reporting requirements
- Supporting procurement and tender processes, including documentation and evaluations
- Maintaining financial registers and assisting with budget and cashflow tracking
- Organising meetings, preparing agendas/minutes and following up action items

What We're Looking For

- Experience in administration or project support within a dynamic organisation
- Strong time management skills and ability to manage competing priorities
- High-level communication and stakeholder engagement skills
- Solid Microsoft Office skills (Word, Excel, Outlook, PowerPoint)
- A detail-oriented, methodical and team-focused approach
- Experience in local government, construction or contract administration (desired)
- Knowledge of procurement and tender processes (desired)
- Current C Class Driver's Licence & National Police Clearance (within 6 months)

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$25,103 per annum
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements that can be used for specific programmes or family memberships
- Up to \$3,000 per year for approved study relevant to your role
- Employee Assistance Program (EAP) for confidential wellbeing support