

CPM is an independently-owned advisory and project management consultancy delivering value across the entire project lifecycle to governments, asset owners and project owners in the infrastructure and building sectors. We are seeking a talented Administrator to join our team!

Project Administrator

As an important part of the Team, individuals will need to be passionate about living the company's values:



Area of Responsibility:

- Delivering and performing assigned project work to a high level of professionalism, experience, capability and accuracy;
- Maintaining capability and qualifications via any required ongoing training/continued professional development.

Specific tasks will include:

- Interaction with Key Stakeholders, Project Directors & Managers and Asset Owners.
- Manage the Utility Team aspects of the procurement process for Utility Authorities and Other Contractors
- Administering contracts with Utility Authorities and Utilities related Service Providers
- Document Control using Aconex
- Updating registers and tracking sheets
- Assist drafting internal and external correspondence
- Preparing power point presentations
- Assisting with scheduling meetings
- Taking minutes at internal & external meetings when required
- Organising travel arrangements for the team
- Monthly participation in review meetings and preparing the financial report
- Timesheet summary control, receiving and entering all timesheet data.

Candidates with the following will be preferred:

- Qualifications in Administration
- Experience in delivery of infrastructure projects, in particular those that have involved local councils and utility providers
- Strong interpersonal and negotiation skills
- Ability to work autonomously
- Minimum 2 years' experience in the infrastructure sectors or related fields

Employment Benefits:

- Competitive Remuneration Package
- Health and Wellness programs including access to an Employee Assistance Program
- Ongoing on the job training and professional learning & development opportunities
- Joining a growing company with significant opportunity for the right applicants

If interested in learning more please email an application letter and resume to employment@cpmpl.com.au and we will contact you.