



ADMIN/TEAM SUPPORT- PROJECT MANAGEMENT/ENGINEERING CONSULTANCY

- **SOCIABLE WORK ENVIRONMENT**
- **\$50-60K PACKAGE-CBD LOCATION**
- **COMPREHENSIVE CAREER PROGRESSION**

International Engineering and Project Management consultancy needs you.

Liaising with the Project Managers and Engineering team, this is a varied and very hands on role that includes project administration, team admin support and systems administration.

We are looking for a highly organised, and administration and Microsoft Office strong candidate with fantastic written and verbal communication skills.... to basically run a team of Project Managers and Engineers.

Your day to day duties will include a wide variety of administration support in the management of projects including:

- *Document management, project reporting, cost control, contract assembly and administration,*
- *meeting minutes, setting up and maintaining project files, updating client database and opportunities,*
- *administrational support to management, including assistance with maintenance of section filing system, preparation of proposals, management and quality reporting,*
- *and general admin support for the Engineering team.*

This is a role with support to grow in the role and also to grow your career. Friendly team of professionals who need YOUR help and support.

Interested? Great opportunity, role available now, so apply today. Email your resume to kbrew@allegiancehr.com.au or call Kylie on 03 9537 3231 or 03 9537 3231.