

## Project Administrator

M and O Services Pty LTD • Nowra NSW 2541

 *Not provided*

 Work type  
Full time

 Contract type  
Permanent

### Perks

TRAINING

### Skills

PROJECT MANAGEMENT

CONTRACTS

MACHINE SAFETY

PROJECT COORDINATOR

PROJECT PLANNING

### Full job description

**Project Administrator/Project Coordinator Permanent, full-time: 38 hours per week Salary: 70K-75K + Super Location: Regional NSW – Shoalhaven**

M and O Services Pty Ltd is looking to recruit an experienced, enthusiastic, and organised Project Manager/Project Coordinator to undertake the administration of several significant projects and programs in the company. M and O Services Pty Ltd is a service company providing consultancy and logistics in oil and gas and safety training sectors. We develop business frameworks, systems and personnel development.

**Your main duties will be as follows:**

- Developing and implementing plans for all stages of the programs
- Overseeing and advising senior management on project related matters
- Preparing and implementing projects changes when necessary; negotiating variations to projects plans and programs
- Managing documentation: paperwork associated with contracts, programs, projects and services provided
- Managing schedules and developing the required work plans
- Responding to inquiries, solving and


### Job details

 Date posted  
**06 Jun 2022**

 Expired On  
**07 Jul 2022**

 Category  
**Transport & Logistics**

 Occupation  
**Other**

 Base pay  
**Not provided**

 Contract type  
**Permanent**

 Work type  
**Full time**

 Job mode  
**Standard business hours**

 Career level  
**GRADUATE**

 Industry  
**CONSULTING SERVICES**

 Sector  
**PRIVATE BUSINESS**

 Desired education level  
**BACHELOR'S DEGREE**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

 Company size  
**1 to 10**

managing issues with government authorities · Planning and conducting meetings during the whole of life timeline for all designated projects · Collecting and analysing data; preparing and making presentation of projects progress; preparing reports · Ensures that all projects are implemented in accordance with acting legislation · Manage quality of the project works in accordance with ISO 9001 standards

**Skills and experience required for the role:** · You will have at least 5+ years of previous experience in a similar role · Tertiary qualification is desired · Experience working with OPITO Standards · Experience with delivering Aviation projects will be ideal and experience with working with Aviation Emergency Equipment will be highly valued. · The ideal candidate will be an accomplished leader of people and projects, an effective communicator, and be able to demonstrate excellence in dealing with highly regulated industry standards and guidelines. · You will be detail-oriented, with financial acumen, and have a demonstrable background in project planning, project scope definition, and resource management. The expected salary range for this role is \$70,000 to 75,000 depending on your experience and background. What you need to do now If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to [markepeck@hotmail.com](mailto:markepeck@hotmail.com) Please submit a cover letter as well as your CV.