

Job Description

Project Administration



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:	Project Administration
Team	Projects
Location:	Bowhill, South Australia
Current as of:	October 25
Reports to:	Senior Project Manager
Direct Reports:	-
Key Relationships:	Project Team, General Manager, Quality Team, HR Team

Purpose

- **Together we thrive**

Mission

- **We transform communities & our people, by optimising & building structures that matter**

Core Values

- **We do what we say we are going to do**
- **We get things done, together**
- **We work smarter**
- **We help our clients win**

Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

Role Purpose:

As the Project Administration you will be responsible for ensuring systems and processes flow seamlessly to ensure incoming & outgoing information is handled with the utmost professionalism in a timely manner. The role is to support the Project Team to help them focus on bigger picture priorities and help them work on “what only they can do” and delegate administrative function to you.

You have the following key areas of responsibility:

- Compliance
- People & Culture
- Continuous Improvement

KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Compliance	- Manage the administrative processes for all key steps in the project life cycle - Support Project Team with administrative procedures for all projects - Ensure Boweng Compliance meet 3rd party audit requirements	Project Accountability KPI's are undertaken weekly and kept within targets (you role is to keep this front of mind for the project team – not necessarily do the work, but make sure it gets done)
People and Culture	- Collaborate with clients to ensure their requirements are met in line with Boweng policies & procedures - To work as an integral part of a highly effective project team with seamless cross function between admin & projects	- Clients and Contractors have a positive experience when dealing with Boweng - All paperwork (Quality, Progress Claims, Material Trace) is seamless & timely
Continuous Improvement	- Simplify and streamline procedures, ensure they are relevant, up to date and being used - Own the space; electronic, hardcopy, office space, work space, filing, archive – 5S everything!	- Procedures simple and easy to use - Tidy, organised and systemised – help & organise the team - Lead in driving change

ADMIN/PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	▪ Demonstrates the ability to handle a broad range of different tasks and assignments ▪ Adjusts quickly to different work environments ▪ Changes priorities when required without irritation
Reliable	▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected ▪ Maintains high level of character and a professional attitude the role
Engaged	▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	▪ Remains up to date with the latest technologies and development in area of expertise ▪ Is able to identify the skills required for personal growth and development ▪ Is committed to continuous learning and self-improvement
Initiative	▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes ▪ Is hard working and self-motivated ▪ Identifies and acts on better ways to do things
Team Player	▪ Assists team members to ensure all responsibilities are met, ands seeks assistance as required ▪ Is courteous and treats others with respect ▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	▪ Communicates positively and professionally with team members and customers at all times ▪ Communicates verbally and in written form with clarity ▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- Cert III Business Administration

EXPERIENCE

- 2 years Administration experience