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| 1.0 | First Issue | 15/08/2024 |

# Purpose of Position

BlueZone Group are seeking a Project Officer and Office Administrator to join our Perth office.

This dual role encompasses both the provision of project support within the Project Management team and the administrative management of our Perth office. The successful candidate will be responsible for ensuring smooth office operations, as well as assisting in the planning, execution, and monitoring of various projects. The role reports directly to the Program Manager, who is also the Site Manager, ensuring cohesive management and alignment of duties across both areas.

This position is the point of entry to the company for visitors and phone callers and as such the successful applicant is required to be well presented, courteous, efficient and friendly in person and over the telephone.

# Context of Position

BlueZone supplies, sustains & operates specialised marine products in markets including Defence, Offshore Energy, Oceanographic Science & Hydrographic Survey, and Water Resources.

This position is based in the company’s Perth office in Bibra Lake.

Key Interfaces within BZG:

* Program Manager
* Project Managers
* Purchasing and Logistics Coordinator
* Perth Site Team
* Other BlueZone Group Staff

Key Interfaces outside the company:

* Defence staff
* Client staff
* Supplier staff
* Subcontractors
* Visitors

This position is a full-time or part-time position.

# Reporting Relationships

This position reports to the BlueZone Group Program Manager

# Work Related Outcomes

| **REQUIREMENTS** | **EVIDENCE** |
| --- | --- |
| Supporting Project Managers with project activities: scheduling, budget and cost control, documentation, and reporting | Project documentation up to date and projects in line with schedule and budget |
| Switchboard and reception duties. Welcoming visitors and attending to their comfort. | Consistent friendly, efficient and effective transfer of incoming information.Measured by visitor feedback. |
| Participate and manage arrangements for VIP visitors | Planned visits are smoothly managed and  |
| Event support  | Support and assistance provided with planning/managing company events |
| Conduct meeting support including drafting of agendas & meeting minutes | Refreshments provided & meeting agendas/minutes distributed in a timely fashion |
| Assist with producing purchase orders in accordance with company procedures | Timely and accurate entry of data for processing of purchase orders day to day |
| Stock picking and order processing.Shipping customer orders, delivery dockets and arranging couriers. | Efficient, accurate entry of delivery data into ERP system.Timely production of delivery labels and arranging couriers for customer orders. |
| Assist receipting of goods, stock, and repairs  | Timely and accurate receipting of goods, stock, and repairs.Timely notification and disbursement goods to company end user. E.g., workshop, engineering as required. |
| Managing office supplies and consumables | Sufficient stationary, kitchen, and bathroom supplies. |
| Collection of mail and deliveries from PO Box and Post Office | Timely collection of all deliveries. |
| Coordinating site services such as cleaner, air conditioner maintenance, etc. | Site maintenance complete |
| Participate and contribute to continuous improvement company activities, systems, and processes. | Contribution to company improvements systems and processesActively participate in improving business processes and eliminate waste from what we do and how we do it |
| Stocktaking for Perth site in line with the company calendar | Accurate and timely stock counts returned to head office for processing. |
| Conduct Fixed Asset audit activities for Perth site | Accurate and timely audit completed of Perth site fixed assets and results delivered to head office for processing. |
| Compliance with all Occupational, Health and Safety, ISO9001 Quality Assurance / Quality Control company and Security policies, systems, and procedures. | Comply with traffic and walkway management during forklift operations.Comply with Hydrostatic Test safety requirements during operation. Comply with our ISO9001 accredited QA/QC policies, systems and procedures.Comply with all OHS policies, systems, and procedures.Comply with all Security policies, systems and procedures. |
| Other duties as directed.  | Demonstrate a willingness to take on other duties as their own work commitments may fluctuate from time to time. |

# Selection Criteria

## What Qualifications are required?

The following are desirable and equivalent experience in a similar role may be considered in lieu of formal education or a willingness to be trained.

* Certificate or Diploma in Project Management, Business Administration, or a related field.
* Certification via a recognised national project management body (e.g. AIPM or similar)
* Forklift licence
* First aid certificate
* Current driver’s license

## Must Have Attributes

* High degree of professionalism, with the ability to maintain confidentiality and handle sensitive information
* A proactive, self-motivated individual who can work independently as well as part of a team
* Strong time management skills, with the ability to prioritise tasks and meet deadlines
* Attitude of care and thoroughness towards assigned tasks
* Strong written & oral communication skill to people at all levels

## What level of experience is required?

* 2+ years of experience in office administration or management
* Proven experience in project coordination, with familiarity in managing schedules, resources, and documentation
* Experience supporting a Project Management team or similar function is highly desirable

## What type of person is required?

BlueZone employees embody authenticity and supportiveness, strive for excellence as we build strong relationships, both internally and with customers; and we have fun while we do it!

The successful applicant will align with our BlueZone Core Values:

* Be Authentic
* Be Supportive
* Strive for Excellence
* Build Strong Relationships
* Have Fun

## What skills are required?

**General**

* Excellent organisational and multitasking abilities, with strong attention to detail.
* Exceptional verbal and written communication skills, with the ability to interact effectively with all levels of staff and external stakeholders.
* Demonstrated problem-solving skills, with the ability to handle office and project challenges proactively.
* Proficiency in project management software (e.g., MS Project, Trello) and office applications (e.g., MS Office Suite,). Experience with Microsoft Business Central 365 is highly desirable
* Strong IT skills with the ability to manage office technology, including basic troubleshooting and vendor coordination.