

Engineering Administrator

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Company: Avature

Location: Australia

Category: other-general

Primero Group is part of NRW Holdings. Primero is a market leading vertically integrated engineering group specialising in the design, construction and operation of global resource projects. With offices in Western Australia and North America, our blue-chip clients span the resources, energy and infrastructure sectors. As a business, we put our people first by keeping them safe, providing an opportunity to work on exciting projects and investing in their development. Our team live and breathe our Core Values of Efficiency, Accountability and Integrity. We are currently seeking an experienced Engineering Administrator to join our team based at our Head Office in Osborne Park on a full-time basis. Reporting to the Engineering Manager, you will be responsible for providing administrative support in a timely and efficient manner to the Engineering Department. Duties & Responsibilities Providing technical administrative support to the Engineering Manager and Engineering Discipline Managers. Proofing and processing technical documentation Updating engineering data and maintaining the relevant databases Engaging effectively with a range of internal and external stakeholders Coordinating team movements in conjunction with the HR Team. Skills and Experience Required 4+ years administration experience in the resources or construction industries Strong communication skills (both verbal and written) Prior background in a fast paced and dynamic working environment. Strong administration skills – organised, thorough, systems-orientated with attention to detail. Ability to maintain confidentiality. Advanced experience using Microsoft Office applications Ability to handle stress and demands of continuous change. Teamwork and safety focused attitude. What We Offer: An excellent workplace culture driven by our values (Efficiency, Accountability, Integrity). Competitive

Remuneration & Staff Discounts, Benefits and Perks Free onsite Gym (at Osborne Park) & Cheap CoffeeDiversified project portfolio, working with World Leaders in Global Resource Projects. Primero is an Equal Opportunity Employer you will be seen, heard and encouraged to bring your whole authentic self to work. We value every voice, idea and opinion because we believe diversity unlocks innovation by creating an environment where 'outside the box' ideas are encouraged. Great ideas come from everywhere in the company and the next one could be yours. Join us if you're game for challenging and meaningful work with a company that truly puts its people first.

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