

Project Coordinator

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Company: Raytheon Australia

Location: Central Coast

Category: other-general

locations AUSQLD121: Springfield QLD, 145 Sinnathamby Blvd, Springfield Tower, Level 4, Springfield Central, QLD, 4300, Australia time type Full time posted on Posted Yesterday job requisition id 01682284 Date Posted: 2024-03-03 Date Posted: 2024-03-03 Country: Australia Location: AUSQLD121: Springfield QLD, 145 Sinnathamby Blvd, Springfield Tower, Level 4, Springfield Central, QLD, 4300, Australia Position Role Type: Unspecified Fast track your career on breakthrough defence projects. Gain hands-on experience from concept to delivery. Learn from the best in a high calibre team with great benefits and professional development. Raytheon Australia is a trusted capability partner delivering some of the most complex, innovative and meaningful engineering projects for the Australian Defence Force. Right now the company is experiencing exciting growth across the country and we are looking for smart and energised Project Coordinator to join our team. Our Project Coordinators are world class and working on projects that truly contribute to the defence of our nation. We look for specialists with a talent for big picture thinking, attention to detail, and interpersonal skills to work across and with multiple teams and stakeholders. In return, we offer outstanding opportunities to grow, with Raytheon Australia's exclusive professional development programs, and a raft of employee benefits tailored to suit every stage of your career and lifestyle. Playing a key role in key projects is just one of the many reasons why it's great to work here. The role: The role is a project coordinator position within the Aerospace Support and Test Equipment asset management (ASTE) program. Responsibilities will include, but not limited to: Support the planning and coordination of ASTE activities. conducted in various locations around Australia. Preparation and management

of program management artefacts, including meeting agendas, presentation packs, and action item management. Data input, management and reporting of Jira tasks, an Atlassian software program. Create accounts for users and assign security levels and provide end-to-end technical support and problem resolution. Support Project Managers to coordinate and monitor various projects. The person: Demonstrated customer focus through active listening, positive language, and energy to anticipate, respond and follow through with colleagues and stakeholders. Flexible, adaptable, and able to deal with change and ambiguity. Excellent attention to detail and ability work in a high paced, dynamic work environment. Excellent time management skills and ability to appropriately prioritise multiple tasks and deadlines. Experience in a project coordinator, administration, and/or customer service role. Successful candidates must be an Australian citizen and/or able to obtain and maintain Australian Defence security clearance. Eligibility can be found at <http://www.defence.gov.au/agsva> . This is your chance to belong to an inspiring team and build your career at a company that invests in your future. As our employees say, we do great work at Raytheon Australia and it's great to #workhere. If you are looking for a challenging and rewarding career access your next mission now by clicking on the Apply button below or contact us at ***** RTX is An Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status, age or any other federally protected class. Privacy Policy and Terms: Click on this link to read the Policy and Terms RTX is an aerospace and defense company that provides advanced systems and services for commercial, military and government customers worldwide. It comprises three industry-leading businesses – Collins Aerospace, Pratt & Whitney, and Raytheon. Its 195,000 employees enable the company to operate at the edge of known science as they imagine and deliver solutions that push the boundaries in quantum physics, electric propulsion, directed energy, hypersonics, avionics and cybersecurity. The company, formed in 2020 through the combination of Raytheon Company and the United Technologies Corporation aerospace businesses, is headquartered in Arlington, Virginia. #J-18808-Ljbffr

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