

Technical & Logistics Support - Ecology & Biodiversity, Perth

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Company: Geoscience Ireland

Location: Perth

Category: other-general

Great vacancy Technical & Logistics Support - Ecology & Biodiversity, Perth hiring now
Great vacancy Technical & Logistics Support - Ecology & Biodiversity, Perth hiring now
SLR Careers Applicant Portal Job Details: Technical & Logistics Support - Ecology & Biodiversity, Perth Full details of the job. Job Title Technical & Logistics Support - Ecology & Biodiversity, Perth Vacancy No VN2966 Employment Type Permanent Contract Type Full-Time Advert Job Description About the business and the role SLR Consulting is an international environmental consultancy with a globally recognized reputation for providing high quality tailored services. With offices throughout APAC, Europe, North America, and Africa regions, SLR Consulting is one of a very small number of leading international specialist environmental consultancies. The Perth office has mixture of technical specialists across a range of disciplines and the well-established Ecology and Biodiversity team is seeking their newest member! We are a friendly bunch who work well together with a strong team culture. We routinely undertake environmental surveys throughout the Australasian region and have a 15-person ecology laboratory where we process invertebrate and plant samples. Your diverse role will be to provide office-based support from proposal to delivery stage of ecological projects for SLR clients, including the maintenance of supplies, databases, qualifications, and safe work systems that facilitate these projects and meet client's needs. This will be a full-time role allowing flexible work hours, requiring regular attendance in the office during operating hours. Key Responsibilities Job tasks and responsibilities Your role includes the following tasks: Field mobilisation logistics, including onboarding of SLR staff to client systems, in preparation of safety documentation. Ensuring staff qualifications for

participating in field surveys are maintained as up-to-date (i.e., first aid certificates, 4WD competency, snake handling, etc.) and booking courses or medical screenings for staff as required. Maintenance of our established safety system, including quarterly/annual reporting and auditing as required for compliance with client requirements of contractors. Using online portals and liaison with government departments to ensure licences and permits to undertake ecological field work are current. Maintenance of laboratory and field sampling equipment, including calibration of measurement devices (e.g., water quality probes), and organising routine servicing of equipment. Ordering and restocking of field, safety and laboratory consumables and equipment to ensure adequate supplies are maintained. Coordination of sending and receiving freight via courier transport. Processing spatial data returns with excellent attention to detail to meet various clients' needs. Provision of formatting support for proposals and project reports. Skills and experience The successful candidate would ideally have:

- 3+ years' experience in a similar role with demonstrated ability to undertake routine administrative tasks independently or with minimal supervision. Excellent attention to detail.
- Excellent organizational and communication skills (face-to-face, phone and email).
- Demonstrated ability to use Microsoft Excel to prepare and manipulate datasets.
- Demonstrated ability to use Microsoft Word to prepare and format documents to a high standard for delivery to clients. Proven ability to work to deadlines and manage multiple tasks.
- Familiarity with geographic information system software (e.g. ArcGIS or QGIS) or the confidence to learn basic shapefile manipulation tasks.

In return we offer a great team environment and the opportunity to work with talented professionals where you can grow your career. A competitive salary package commensurate with skills and experience will be offered to the successful candidate. Job benefits and perks Our culture is unique where we work together to collaborate on projects to get the best possible outcome for our clients. Whether you're working in the office, from home or a mix of the two, we recognise that every person is different, and our benefits aim to ensure that we cater for all, including:

- Hybrid work model (in-office & from home) - you choose where you work best.
- Extra paid purchased leave up to 10 days so you can re-energize, help others, support family, or focus on your own professional development.
- Inclusive parental leave policy that supports all parents throughout their parenting journey which includes 12 weeks primary carer and 4 weeks secondary carer leave.
- Learning and Development which includes a mapped Career progression path, study assistance and up to 3 professional memberships subsidised by SLR.
- Employee Assistance Program to support your physical, mental, and social wellbeing.
- Global

and Regional mobility and recruitment referral bonus for both region and global candidates. Other benefits include regular Office social events, Service Anniversary awards, salary sacrificing (novated car lease) and a corporate uniform shop where you get \$80 annually to spend. We make hiring decisions based on your experience, skills and passion. Please note that interviews are conducted with gender diverse interview panels to the best of our ability. When you apply, please tell us the pronouns you use and any reasonable adjustments you may need during the interview process. Unsolicited resumes from recruitment consultants will not be accepted. You must be part of the preferred supplier agreement list which is to be coordinated through the Talent Acquisition team. Country Australia Office Perth #J-18808-Ljbffr

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