

EOI - Site Administrator

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Company: Lycopodium Limited

Location: , , Pakistan

Category: other-general

With offices in Australia, Africa, Canada, Peru and the Philippines, Lycopodium proudly delivers high quality professional engineering and project delivery services globally, across the resources, infrastructure and industrial processes sectors. By joining our global team and learning from renowned subject matter experts, we can offer you a diverse career that could take you anywhere in the world. Lycopodium is currently recruiting for a Site Administrator to join our growing team in Pakistan. Reporting to the Construction Manager, this role will provide professional administrative support to the Managers and their team, working constantly to produce quality deliverables and providing the support required of this role in a conscientious and professional manner. The tasks you'll perform Performing administrative tasks in support of project activities ensuring that all information is captured accurately and in a timely manner. Administration of project documentation which includes the maintenance and tracking of project registers such as training, assets, and requisitions. The role is required to provide the Operations team with day-to-day support in the execution of the Contract. Assists in procurement activities seeking cost-effective prices for required purchases across the contract. Potentially assists with the goods receipting as required and reconciliation of costs for purchases. The expertise you'll bring Previous Site Administration experience Degree in engineering (preferable) Excellent communication and interpersonal skills and the ability to build rapport with internal and external stakeholders Excellent time management and organisational skills with a focus on results and attention to detail Proficient in Microsoft Word & Excel and other Office software Proactive, with a commitment to ensuring deadlines are met A commitment to safety and health practices The benefits

we'll provideLycopodium has a strong company culture focused on career progression and technical skill development. You can expect to be involved in a wide range of large projects whilst working amongst a team of highly skilled professionals.We recognise that everyone is different and needs may change over the course of your career. That's why we :Invest in our people for the long-term, building a diverse and rewarding career, mentored by the best in the industry.Allow our people to balance work with other commitments, like family or study, offering flexible work arrangements.Provide access to a benefits, rewards and recognition platform that also offers great discounts to hundreds of retailers in Australia.Are undertaking significant people and technology initiatives that will support the workplace of the future.We encourage and value diversity and inclusion and welcome applications from all backgrounds regardless of gender, age, disability and ethnicity, including Aboriginal and Torres Strait Islanders. Our commitment to equal opportunity is embodied in our values of Respect, Integrity & Diligence. They are inherent in who we are, as individuals, and collectively as a Company. We are a 2024 Circle Back Initiative Employer – we commit to respond to every applicant.Please submit your CV by clicking the 'Apply' button.

#J-18808-Ljbffr

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