

Job Title:	Project Co-Ordinator
Reporting to:	Team Leader - Delivery
Job Holder:	
Location:	Mulgrave Office
Effective Date:	July 2025



OVERALL PURPOSE OF THIS POSITION:

The Project Co-Ordinator is responsible for managing project activities, including co-ordinating project timelines, resources, procurement, and communications with stakeholders. The Project Co-ordinator ensures that projects are completed on time, within budget, and according to specifications. The role involves collaborating with engineers, contractors, and clients to monitor progress, resolve issues, and maintain compliance with safety standards and regulations.

PRINCIPAL ACCOUNTABILITIES:

- ✚ Co-ordinate and oversee project teams to maintain high quality standards.
- ✚ Maintain up-to-date project records and documentation.
- ✚ Allocate resources effectively to meet project objectives
- ✚ Maintain full accountability for stakeholder expectations, providing updates/progress, and communicating proactively and clearly
- ✚ Address potential issues that may impact timelines or deliverables promptly.
- ✚ Escalate unresolved issues to ensure timely resolutions
- ✚ Foster collaboration across departments and external partners
- ✚ Ensure compliance with safety standards and company policies
- ✚ Any other tasks or projects as directed by your manager.

SKILLS & QUALIFICATIONS:

- ✚ Bachelor's Degree qualification in Business Administration, Project Management, or a related field (desirable)
- ✚ Current Victorian driver's license.
- ✚ Strong organizational and multitasking skills
- ✚ Excellent verbal and written communication skills
- ✚ Attention to detail and problem-solving skills.
- ✚ Experience with Victorian electrical industry standards and SOC/PCN processes (desirable)
- ✚ Familiarity with construction sector contracts and compliance (desirable)
- ✚ Proficiency in MS Word, MS Excel and Wrike

PEOPLE & DEVELOPMENT:

- ✚ Participate in goal setting and annual performance reviews with your Manager.
- ✚ Comply with all relevant policies and procedures.
- ✚ Participate in all training and development as directed by your Manager.

ACKNOWLEDGEMENT

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

I certify that I have read, understood and accept the duties, responsibilities, expected behaviours, and obligations of my position. I confirm that I have the skills and capability to safely and competently carry out this role.

Job Holder: _____

Date: _____

Direct Manager: _____

Date: _____