



Project Coordinator

Hays | Office Support • Newcastle Area NSW



Base pay

\$300 - \$450 / day



Work type

Contract



Contract type

Not provided

Job details



Date posted

26 Aug 2021



Expiring date

26 Aug 2022



Category

Admin & Office Support



Occupation

Project Manager (IT)



Base pay

\$300 - \$450 / day



Work type

Contract



Job mode

Standard/Business Hours

Full job description

Your new company

Hays is working with a large company seeking an experienced Project Coordinator to join their growing team.

Your new role

As Project Coordinator you will be responsible for providing administration support for the business throughout the improvement project. This includes conducting project research analysis and supporting the implementation and development process. You will prepare procedural documents and reports, assist the project team to complete tasks and implement project plans to ensure outcomes are achieved.

What you'll need to succeed

- Experience as a Project Coordinator/Project Officer
- Proven ability to communicate and support stakeholders throughout the project process
- Effective problem solving and decision making skills
- Understanding of governance, risk and compliance
- Proficient with Microsoft Suite

What you'll get in return

Enjoy flexible working conditions within a supportive team that value your expertise and dedication. This contract is likely to be extended for the right candidate.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or send an email through to jessica.darcy@hays.com.au.

If this job isn't quite right for you but you are looking for a new position, please

contact us for a confidential discussion on your career

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