

EXPRESSION OF INTEREST

GRANVILLE HARBOUR
WIND FARM



Project Administration Officer

Granville Harbour Wind Farm is seeking expressions of interest for a new role at our wind farm construction site.

The role

Reporting to Granville Harbour Operations, the Project Administration Officer will provide day-to-day support to the project team and will be responsible for varied administrative tasks. The Project Administration Officer will also be a point of contact for other site-based contractors and the community and will help manage their queries.

This role is a 12-month contract based onsite at the wind farm construction site, near Granville Harbour.

The candidate

If you have administration skills, are a self-starter and are confident and happy to communicate with varied groups of people we would love to talk with you. Our ideal candidate will also have knowledge of office equipment and office management tools. Residents of the West Coast preferred.

Other information

The successful candidate will be required to work onsite at the wind farm construction site. Start times are negotiable, however it would be preferred the Officer is onsite to participate in daily safety briefings from approx. 6.30am. Own transport required. The Officer must also be prepared to work safely while onsite and will be required to obtain a General Construction Safety Induction (White Card) before commencing.

To express interest in this role, or for more information, please email enquiries@granvilleharbourwindfarm.com.au or call 0416 698 158.