

Programs Officer

Hays • Regional NSW



Base pay
\$45 - \$55 / hr



Work type
Full time



Contract type
Permanent

Perks

CAREER DEVELOPMENT

TRAINING

Skills

PROJECT MANAGEMENT

BUILDING CODES

Full job description

Your New Role:

As the Program Officer you will contribute to the assessing and processing of maintenance requests and ensuring the correct work orders and maintenance teams are arranged to complete works.

This role will require the successful candidate to have a strong understanding of the fundamentals of project management and be able to develop and implement sound maintenance programs using correspondence, budgets and effective communication with internal and external stakeholders.

You will provide both proactive and effective contract administration using IT systems (where training will be provided). You will be required to collaboratively work with others and identify problems and propose/advice solutions.

This role is available immediately for the right candidates, with strong onboarding and training provided to help the induction process run smoothly. It is based in Orange, NSW.

What You'll Need To Succeed:

- Relevant building experience, property related experience or exposure to multi-site management within the facility, construction or property

Job details



Date posted
19 Apr 2022



Expired On
05 Aug 2022



Category
Construction



Occupation
Federal Government



Base pay
\$45 - \$55 /hr



Contract type
Permanent



Work type
Full time



Job mode
Standard business hours

Work Authorisation



**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

industry.

- Understanding of basic contract administration including providing quotations or estimates. Working knowledge of the Australian building codes and WHS knowledge.
- Have a sound understanding of how to analyse budget allocations and prioritise resources.
- Current drivers license with reliable transport. Relevant vaccinations in line with NSW/ industry regulations.
- Post trade certificate or equivalent qualifications.
- White card.

What You'll Get In Return:

- Work in a collaborative team environment.
- Weekly pay cycle.
- Monday - Friday roster.
- Ongoing work with 38 hours per week.
- Career development and continuous training to support upskilling.
- Role is immediately available.

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. Alternatively email your Resume directly to Caitlin.Mcdonald@hays.com.au or call 0498015439.

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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