

## **Mechanical and Electrical (M&E) Administration/Support role.**

Sydney Western Harbour Tunnel Project

### Job Role:

- Supporting Senior M&E SLT members in Calendar and appointment management
- working with project team to expedite information and assist with hitting milestones
- Assist in training other team members for specific tasks
- General Administrative Tasks (Seating Plans, Org Charts, Organise Meetings/Training Sessions, Take Meeting Minutes, Facilitate Travel/Accommodation, Manage Pool Car, M&E Expenses, Support of the Onboarding/Offboarding of M&E Staff, Construction Purchase order requests)
- Liaise closely with WHT Reception, WHT Safety, WHT HR, WHT Training, WHT IT on behalf of the M&E Team
- Organise M&E Team Briefings and Team Building Activities
- Monitor and update key M&E dashboards and reports.
- Manage Communications to the M&E Team (where required)
- Working closely with WHT Doc Control and Quality on RIBCX, Teambinder and Sharepoint
- Create and Manage Spreadsheets/Data Bases for tracking M&E Activities (Procurement, Progress Reports, Planning, Testing and Commissioning)
- Jira & Confluence Administration (Access, Permissions & Manage licenses)
- Assist the team with document naming, updates, and formatting to ensure consistency and compliance with project standards
- Other activities which may arise as the project progresses

### Qualities:

- Exceptional communication skills
- Able to work independently
- Able to work well within a team
- Outgoing Personality
- Curious
- Ambitious
- Eager to learn new skills

### Qualifications/Experience

- Needs to be highly experienced in Microsoft Word/Excel/Powerpoint/Sharepoint/Outlook
- Experience in JIRA or other database would be useful but not essential
- Experience in Construction or Engineering highly regarded
- Experience in a Service Orientated business essential