

ADMINISTRATOR – Part Time Position

THE OPPORTUNITY

Place Design Group has an exciting opportunity available for an all rounder Administrator to join our team based in our Sunshine Coast Office. If you are keen and proactive, willing to learn and looking for a role to kick start your administration career within a fast paced industry, then this is the role for you!

WHO WE ARE

Place Design Group is a leader in planning and design with a reputation for delivering creative solutions that are commercially focused, diverse in character and aesthetics, and unique to site.

As an international leading planning and design firm Place Design Group is celebrating its 20th anniversary in 2021! With teams across Australia, China and South East Asia, we continue to be instrumental in some of the most exciting and dynamic projects across these regions, including Gold Coast's Surfers Paradise, Sydney's futurestreet, Gold Coast's The Spit Masterplan, Sunshine Coast's Domic, Townsville's Jezzine Barracks, and Brisbane's Waterfront.

Our people make the difference, and we pride ourselves on a diverse, authentic and innovative culture that allows our teams to grow and progress thorough a challenging, collaborative and supportive team environment.

ABOUT THE ROLE

This is an administration role, where you will assist the team with the day to day administration, project adhoc items and reception coverage of our Sunshine Coast office. The successful candidate will manage the role in a professional and efficient manner, reflecting and enhancing the company's reputation.

Your duties will include:

- Reception coordination – welcoming visitors, meeting room management and managing phones
- Maintain presentable reception area and office
- Travel coordination
- General office administration
- Provide adhoc administration support to the Project, Operations and Marketing teams
- Support the Director and Associate to manage day to day tasks
- Receive and distribute incoming mail, and document management
- Stationary supply management
- Coordinating timesheets and petty cash
- Assistance with invoice administration
- Provide administration support for Project Managers where required

Essential Experience:

- Proficiency with MS Outlook & MS Office Programs
- Exceptional organisational and time management skills
- The ability to work under pressure and multi-task
- The ability to problem solve, providing fast and effective solutions.
- The ability to work autonomously and within a team
- Current drivers licence required

Desirable Experience / Attributes:

- Planning/ Architectural industry experience
- Project driven industry experience
- Reception/Office administration experience

To apply please send your cover letter and CV to careers@placedesigngroup.com