ADVERT – IT COORDINATOR

- Dynamic team environment
- Innovation culture focus
- National and international reach

If you passionate about IT and enjoy problem solving and working with others … this is the role for you!

Watch a snapshot of who we are - https://youtu.be/hwYGFzZK-c0

Place Design Group is seeking an inhouse IT Coordinator to coordinate IT Services, Hardware and Software across multiple offices and locations and manage the interface with multiple External IT Services providers. This is a 12 month contract role with the opportunity for extension, located inhouse in our Brisbane Office. The role will coordinate the design and operation of PDG's IT systems, networks, and work closely with our External IT Services teams to provide maximum business capacity, flexibility, and efficiency.

We are seeking a passionate and experienced individual to join our Innovation team to advise, coordinate, and oversee our IT workflows with an eye to future technologies, AI integration and streamlined IT infrastructure. The areas you will work across will include:

- Design and review IT services provision and support procedures for integration with External IT providers,
- Advise management on appropriate IT decisions and choices,
- Alongside External IT providers - provide technical support to all employees,
- Review, design, and advise External IT providers in use of systems and networks,
- Advise management and External IT providers on hardware equipment,
- Advise, track, and measure network and remote working solution performance,
- Oversee, track, and measure External IT provider performance,
- Perform troubleshooting and execute needed repairs in conjunction with External IT providers,
- Schedule and oversee different maintenance activities with External IT providers,
- Manage procurement and specification of all IT equipment in conjunction with External IT providers,
- Advise on IT hardware lifecycles and prepare capital expenditure estimates to management,
- Manage onboarding of new staff and manage IT equipment distribution and manage software licencing distribution,
- Work with other IT professionals to ensure upholding IT standards,
- Perform other ad-hoc projects or tasks as assigned,

Essential Experience:
- 5+ years' experience in a similar role
- Strong understanding of cloud environments and optimal dataflow
- Understanding of networks | patching requirements

- Proficiency with MS Office Programs
- Big data | gaming industry

Essential Attributes:
- General interest in AI and system design & improvement
- Exceptional organisational and multi-tasking skills
- Be able to maintain a high level of confidentiality
- The ability to problem solve, providing fast and effective solutions.
- High level written and verbal communication skills
- The ability to work autonomously and proactively
- Current drivers licence required for visit to SSC and GC offices

Desirable Experience / Attributes:
- Architectural / Engineering industry experience
- Project driven industry experience
- Australian permanent resident

WHO WE ARE

Place Design Group is an international leading planning and design firm. 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.

HOW TO APPLY

If you feel you are the right person for this opportunity, we would love to hear from you. Please send a cover letter, resume, and portfolio OR link to your online portfolio to careers@placedesigngroup.com.

place
design
group.