

## ADVERT – PROJECT AND OFFICE ADMINISTRATOR

### THE OPPORTUNITY

Place Design Group has a new role available for a Project and Office Administrator to join our team based in our Brisbane office. If you have experience within a project administration role or are a general office administration gun, are proactive with exceptional interpersonal and organisational skills, then this is the role for you!

### WHO WE ARE

A leader in Planning and Design with a reputation for creative and commercial solutions, Place Design Group is Australian owned and managed. Our teams throughout Australia, China and South East Asia are dedicated to creating great places through service excellence, inspired leadership, and innovation.

Within the Brisbane market, Place Design Group has developed a reputation for delivering creative solutions that are commercially focused, diverse in character and aesthetics, and unique to site. Our clients are many of the major developers working in Queensland as well as a broad range of local government and state government departments.

So, if you are looking for your next opportunity, are a highly organised individual with the ability to juggle a number of requests and administrative support requirements, and motivated to be a part of a creative team culture, then we would encourage you to apply

### ABOUT THE ROLE

As part of the Operations Team the focus of the role is to provide project support to our Project Directors and Managers and office support to our Brisbane and wider QLD Team. The successful candidate will be a motivated and proactive individual with a strong ability to liaise with multiple stakeholders. They will manage the role in a professional and efficient manner, reflecting and enhancing the company's reputation.

### Duties will include:

- Reception coordination – welcoming visitors and managing phones
- Receive & distribute Incoming mail / documents
- Manage presentation of office, including board rooms and kitchen
- Stationery & Office Ordering
- Day to day office administration requirements
- Coordinate project and office travel
- Coordinate petty cash & office expenses
- Assist with project set ups
- Assist with project invoicing
- Assist project managers with timesheet entry
- Manage project related email archiving aligned with QA standards
- Assist with project closures & project information templates
- Oversee panel submission and tender portals
- Support Project Managers with submission administrative requirements

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**creating great places**

- Coordinate all panel renewals and manage logins
- Assist with BD activities & Office events
- Maintaining internal client database

**Essential Experience / Attributes:**

- Minimum of 2 years' experience in reception / general office administration or project administration
- Experience with BST or similar project management program
- Experience with basic accounting principles
- Proficiency with MS Outlook and MS Office programs
- The ability to work autonomously and within an interstate teams
- Excellent organisational and time management skills
- Ability to work under pressure and multi-task
- Excellent attention to detail
- Excellent interpersonal and communication skills
- Loyal and highly motivated worker
- Australian Citizenship

**Desirable Experience:**

- Landscape Architecture or Architectural Industry experience
- Project focused industry experience

Note: annual remuneration will be commensurate with the candidate's experience and potential contribution to the company.

To apply please send your cover letter highlighting how your skills match our criteria and CV to [careers@placedesigngroup.com](mailto:careers@placedesigngroup.com).

No agencies please.