

## ADVERT – PROJECT ADMINISTRATOR DOCUMENT CONTROLLER

- Dynamic team environment
- Unique project opportunity
- International reach

*If QA and checklists are your jam, and you enjoy organising and coordinating across a broad project team... this is the role for you!*

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

Our team is undertaking a unique international project opportunity, with design undertaken in Queensland. This is a 12 month contract role based in our Gold Coast office (with the opportunity for extension) for a full time Project Administrator Document Controller who has strong capability across quality control, document management and project team administration coordination. We are also open to this role being part time (min. 30hrs per week) for the right candidate.

This is an administration role, where you will assist the team with the project document control and support in the day-to-day project and office administration. The successful candidate will manage the role in a professional and efficient manner, reflecting and enhancing the company's reputation. The areas you will work across will include:

- Document control – including receipt, storage, retrieval, circulation and version control
- Quality assurance across documentation – including identifying, recording and communicating issues, and administrating rectification
- Management of document control register
- Project administration
- Communication and document coordination with project team
- Communication and document coordination with subconsultants
- General office administration support

### Essential Experience / Attributes:

- Tertiary qualification in business administration or similar
- 7+ years min. industry experience
- Expertise in document management systems
- Expertise in MS Office, Aconex
- Industry experience in Landscape Architecture or Architecture
- High level written and verbal communication skills
- The ability to work autonomously and within a team

### WHO WE ARE

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Creating  
GREAT places

As an international leading planning and design firm Place Design Group celebrated its 20<sup>th</sup> 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](#).

#### 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](mailto:careers@placedesigngroup.com).