



BLOXAM BURNETT & OLLIVER

Project Administrator

- Part time, 20-30 flexible hours per week
- Newly created role supporting our Site Engineers
- Join a successful NZ company with a great culture

BBO is a New Zealand based company of consulting engineers, planners and surveyors delivering diverse infrastructure projects from highways and bridges to land and site development and council infrastructure. We're big enough and have the multi-disciplinary expertise to lead large projects to completion, but also small enough to be personable and approachable.

If you're looking for a non-hierarchical environment where people can be themselves, are grounded and resourceful, collaborate and support each other, plus have a genuine desire to do right by the clients they serve, then this could be the right place for you.

We're on the lookout for a highly methodical and organised person to support our Site Engineers on contract and project administration activities.

The Challenge

- Support the Site Engineering team delivering small to medium sized projects.
- Maintain the contracts register, tracking and responding to outstanding tasks.
- Proactive communication and follow up with Engineers to ensure project actions are taken in a timely manner.
- Coordinate and attend meetings, taking accurate minutes.

Your Skills

- Experienced in project, contract or business administration.
- A high level of initiative, organisation and coordination skills, with excellent verbal and written communication.
- Methodical and precise with an eye for detail.
- Experience in the MS Office suite including polished excel skills.
- Previous industry experience (ie civil/road construction) will be highly regarded.

All applications and employment enquiries are forwarded to our outsourced recruitment provider, Peak Recruitment, to be reviewed on behalf of BBO.

For a further information about this role and to apply, visit www.peakrecruitment.co.nz or jobs@peakrecruitment.co.nz, or contact Vivienne Torr (in confidence) on 027 688 8834.

