



## Project Administrator - Melbourne

At ELA we empower our people to **make a difference**, and we have fun doing it. Expand your knowledge and thrive in a **supportive and vibrant culture** with people who share your **passion** for the environment.

Our work is **dynamic**, challenging and no two days are the same. Join our **down-to-earth**, energetic team and learn from Australia's largest collective of environmental experts.

We offer the flexibility to help you find your right balance between life and work. If you're ready to grow with a growing company, we would love to see if our people are your people.

### ABOUT THE OPPORTUNITY

We are seeking a full time, highly competent **Project Administrator** to join our **Melbourne team**. In this role you will be an integral part of our company-wide team of Project Administrators, whose role is to provide **essential** administration and project-related **support** to our consultants.

You'll be a vital part of our team, supporting a great bunch of people. It's a busy and **diverse** role where your organisational and admin skills will truly **shine**. Your main responsibilities will include:

- Providing ongoing support to a highly motivated team of full-time, part-time, and casual technical consultants, from graduates to principals
- Learning and mastering our project management system to process supplier invoices, credit card reconciliations, set up of projects and budgets, and process monthly invoicing
- Organising and maintaining equipment and vehicles, filing documents, restocking and distributing PPE, and other essential tasks
- Supporting consultants in the preparation of reports, proposals, and tender documents, including sourcing information, formatting, proofreading, and editing, where required
- Assist the team with procurement, equipment booking and field trip organisation
- Arranging travel and accommodation
- Planning and organising team functions and office events
- Assisting the office manager as required, including implementing new systems and procedures.

### ABOUT YOU

You're a **people person**, who is able to communicate clearly. You're also an **organisational whiz** who can juggle multiple tasks and stay cool under pressure. Most importantly, you're a **team player** who thrives in a collaborative, fast-paced environment.

What we are looking for:

- Recent experience providing administrative support with great multitasking skills
- Exposure to financial or project management systems (desirable, training will be provided)

- Intermediate-Advanced Word and Excel skills
- Experience working with Oracle systems (desirable but not essential, as training will be provided)
- Excellent time management and organisational skills
- Ability to self-manage and prioritise tasks based on team needs
- Strong written and verbal communication skills, with a keen eye for detail
- A courteous, responsive manner and the ability to work confidently with people across all levels of the company
- A flexible and positive attitude
- A strong sense of responsibility and commitment to supporting the broader team

### WE WILL OFFER YOU

We will discuss remuneration with you in person. In the meantime, you will be comforted to know we are Workplace Gender Equality Agency (WGEA) compliant, reviewing equality of pay across each role.

We offer **workplace flexibility**, the option to salary-sacrifice into super or to offset for additional annual leave (up to an additional 4 weeks pa), and let's not forget the **birthday leave** benefit (that's right, we give you an **extra** paid day off on your birthday, because you deserve a day off to **celebrate!**). You can view our extensive range of company benefits at [www.ecoaus.com.au/careers](http://www.ecoaus.com.au/careers)

### ...MORE THAN JUST AN ENVIRONMENTAL CONSULTANCY

At ELA, you'll find a company that cares about people, the planet, and the future. Our people are **industry leaders** – passionate, talented, and all-round nice people! We are proud of our **equity** standing within the Professional, Scientific, and Technical industry, reporting statistics higher than average on representation of women within our workforce (62%), with 57% of management positions being held by women.

Our commitment towards **Diversity, Equity and Inclusion** creates a place of belonging, and a safe workplace where people are respected for their contributions. This commitment builds on our company's foundational values of **Listen First, Share your Genius, Be Courageous, and Feed the Culture.**

*That's what truly makes us... more than just environmental consultancy*

### READY TO APPLY?

If you are an Australian citizen, resident, or have permanent unrestricted working rights and are seeking a workplace where culture, growth and work-life balance is highly valued, we'd love to hear from you!

Please forward your application, including a cover letter telling us a bit about who you are, why you'd be awesome in the role, and address the experience and attributes above, to Natalie Mace via email [recruitment@ecoaus.com.au](mailto:recruitment@ecoaus.com.au).

**Closing date: Friday, 8 November 2024**

*We can't wait to meet you!*