



Campus Coordinator

Page Personnel • Bankstown NSW 2200



Base pay

\$90,000 - \$100,000



Work type

Full time



Contract type

Permanent

Skills

OPERATIONS

PROCESS IMPROVEMENT

Full job description

- Attractive day rate
- Not for profit public sector

About Our Client

My client is a well reputable University in Australia that prides itself with 10 campuses, and ranking in the top 2% of Universities worldwide.

Job Description

- Coordinate delivery of infrastructure utilities for all campus facilities/ overall responsibility for day-to-day operations.
- Promptly respond to and manage requests for repairs in timely manner
- Ensure compliance and promoting requirements are align with teams
- Coordinate multi-disciplinary teams of contractors including maintenance, cleaning and grounds
- Ensure minor projects are adequately resourced with equipment and personnel to achieve the milestones and deliverable.
- Provide information and reports, as required to ensure quality, process improvement, adherence to work completion time-frames, funding/cash flow requirements and tracking expenses.
- Be involved in pre-planning projects (including, landscaping, signage, security, environment, etc)

Job details



Date posted

17 Mar 2022



Category

Engineering



Occupation

Project Manager & Project Engineer



Base pay

\$90,000 - \$100,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

The Successful Applicant

- Ability to work autonomously and make quick decisions
- Attention to detail
- Able to drive a car - Based in Bankstown, but you may be required to attend other campus where required (Mileage reimbursed)
- Ability to manage project delivery which minimising disruption to University business
- Willingness to work outside office hours where needed during peak period.

What's on Offer

- Working with a prestigious University
- Attractive day rate
- Mileage expense during work reimbursed
- Easy access work location
- Fixed Term Contract - 12 months