

## Position Description – Corporate Administrator Bluewaters Power Group



Position Details	
Entity	Bluewaters Power 2 Pty Ltd
Position title	Corporate Administrator
Office location	Perth
Reports to	Executive Services Manager
Direct reports	Nil
Position Description Number	PDBW0069

### Position Objective

The Corporate Administrator provides support to the Executive Services team and is key to the efficient operation of the Perth office. Responsibilities include reception and general administration as well as being responsible for executing the businesses corporate social responsibility (CSR), employee engagement and supporting health and wellbeing initiatives.

All employees are required to adhere to the Bluewaters Power Workplace Behaviour and Value Standards to ensure a positive, professional and respectful workplace. At times, the incumbent may be required to carry out duties that are within their skills, training and competence, and which may be incidental or peripheral to the substantive position, as directed by the manager.

### Responsibilities

- Receive and relay messages via the phone or email in a timely manner.
- Coordinate mail and courier activities in and out of the office.
- Ensure the kitchen, stationery and office supplies are well stocked.
- Greet visitors, offer refreshments and organise catering when required.
- Maintain entrance, boardroom and meeting rooms ensuring they are clean and well presented for all meetings.
- Calendar management of Perth meeting rooms and the company pool car.
- Perform general office administration duties as required.
- Raise AFEs/RFEs and use corporate credit card for office purchases in accordance with Accounting and Finance processes for CSR, employee engagement and health and wellbeing initiatives.
- Coordinate facilities management activities for the Perth office, including reporting and monitoring of maintenance issues until an outcome has been reached.
- Arrange travel bookings including accommodation, flights, car hire and cab vouchers as required, ensuring the correct authorisations are in place.
- Coordination of activities such as managing invites, recognition of service and birthdays, assist with annual events including venue bookings, catering and liaising with internal stakeholders, raising purchase orders.
- Assist with delivery of employee engagement activities and initiatives to a high standard.
- Support Health and Wellbeing initiatives and strategies.
- Assist with Corporate Social Responsibilities (CSR) programs and activities
- Provide high level support to the Executive Services Team when required.
- Assist with on boarding and cessation of employees.

## General

- Maintain knowledge of and ensure adherence to Bluewaters' standards, policies, procedures and rules.
- Comply with Safety, Health and Environment (SHE) Management, Risk Management, Quality Assurance and systems and processes.
- Identify and recommend methods to continually improve processes and resolve problems, including identifying and implementing cost saving initiatives within sphere of influence.
- Travel and overnight stay may be required to other Bluewaters' affiliated entities.

## Knowledge, Skills and Experience

- Have at least 3 years' experience working in a Corporate Administrator role within a corporate or site office environment.
- Sound knowledge of administrative and clerical procedures.
- Proficient skills in Microsoft Office Suite, in particular Excel.
- Strong interpersonal, verbal and written skills.
- Knowledge of EDRMS and Safety Management Systems desirable.
- Strong initiative and ability to manage multiple projects at one time and be able to deliver them on time.
- Have an ability and willingness to support other areas of the business when required.
- Ability to work cooperatively and independently, whilst establishing positive relationships across the business.
- Excellent organisational, and time management skills being able to prioritise tasks with high attention to detail.

## Divulging of Company Information

Bluewaters' requires that you will not, either during or after your employment, without written consent from the Board of Directors, divulge any Bluewaters' information including their dealings, transactions or affairs, which may come to your knowledge during the course of your employment.

## Employee Acknowledgement

I have read, understand and accept this position description for the role of Corporate Administrator with Bluewaters Power 2 Pty Ltd, under the terms and conditions set out in this document.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_