

## Position Description – Site Administrator Bluewaters Power Group

Position Details	
Entity	Bluewaters Power Services Pty Ltd
Position title	Site Administrator
Office location	Bluewaters Power Station, Collie
Reports to	Procurement and Administration Coordinator
Direct reports	Nil
Position Description Number	PDBWPS0055A

### Position Objective

The Site Administrator will provide and undertake a variety of general administration functions to support the Bluewaters Power Station team, as well as providing assistance to head office.

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.

All employees are required to adhere to the Bluewaters Power Workplace Behaviour and Value Standards to ensure a positive, professional, respectful and inclusive workplace.

### Responsibilities

- Be first point of contact for visitors in person and via telephone.
- Coordinate incoming and outgoing mail.
- Provide assistance with employee engagement/event planning activities.
- Assist in taking management meeting minutes.
- Complete filing and archiving.
- General printing, data entry, scanning and filing.
- Perform basic ad hoc accounts tasks.
- Order stationery and staff amenities.
- Conduct site access reviews for employees and contractors.
- Assist with formatting and style guiding documents.
- Help with network re-organisation and document renaming.
- Act as a backup for other administrators on site.

### 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 companies.

### Knowledge, Skills and Experience

- Have at least 2 years’ experience working in an office environment, reception and/or office administration.
- Excellent phone and email based customer service skills.
- SAP logistics and procurement experience desirable.



- Proficient skills in Microsoft Office, particularly in Excel and Word.
- Strong interpersonal, verbal and written skills.
- Ability to work collaboratively and independently, whilst establishing positive relationships across the business.
- Excellent organisational and time management skills, 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 Company 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 Site Administrator with Bluewaters Power Services Pty Ltd.

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

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

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

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

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

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