



Administrator – Projects

- FIFO – Gascoyne Region
- 2:1 Roster
- Exciting Growth Opportunity

Strandline Resources Limited is on an exciting journey from developer to major mineral sands producer. The Company's strategic plan has it constructing the world-scale Coburn mineral sands project in Western Australia. Strandline also owns and emerging portfolio of mineral sands growth projects in Tanzania.

Due to growth, we are now looking to appoint a highly skilled and experienced Project Site Administrator to join the project team with potential to transition into operations. To be considered you will need to be able to demonstrate highly technical Administration expertise as well as "can do" attitude with experience on major mining projects through the construction and operations readiness phases.

Key responsibilities:

- Provide administrative support across all areas of the business.
- Ensure all relevant information is recorded accurately and in a timely manner
- Manage the Site Access Request process with our personnel and contractors
- Prepare all paperwork, forms and travel arrangements (Mobilisation)
- Liaise with external partners and the leadership team
- Assist with Document Control duties
- Manage the organisational administration for the office to run smoothly
- Develop and maintain efficient office systems with proactive process improvement
- Adding value through continuous improvement – innovation

Attributes:

- Previous Mining/Projects experience
- High standard of clerical and administrative support skills
- Strong communication and interpersonal skills
- The ability to liaise with all levels of an organisation on a range of confidential and sensitive matters
- Display a high level of proficiency in all areas of MS Office, particularly Word and Excel
- Essential to be able to work autonomously
- Excellent attention to detail and the ability to multitask

An attractive remuneration package will be offered to suitably qualified and experienced individuals. We believe this opportunity to join an emerging mineral sands company and be instrumental in the success delivery of a world-class greenfield project development is an exciting opportunity for career development and progression.

To be considered for this role you must be able to obtain a National Police Clearance and a Pre-employment medical, be a reliable self-starter who can be part of a fast-paced team.

We are an Equal Opportunity Employer and promote equality and diversity. Indigenous Australians and candidates from minority groups are encouraged to apply.

***Please note only successful applicants will be contacted* No advertising agencies will be accepted.**

