



Title: Project Delivery Administrator
Function: NA Technical Services
Location: Remote Opportunity
Date Posted: 11/15/2022

EDL owns and operates a global portfolio of power stations in Australia, North America, and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the Director of Project Delivery the Project Administrator will be responsible for various administrative duties surrounding a project. These duties may include but are not limited to, documentation, meeting management, task tracking and resource management.

Key Responsibilities

- Understanding of the project delivery process
- Maintain all correspondence on behalf of the Project Managers
- Assist the Project Delivery group with administrative duties and processes
- Serve as the liaison and support specialist for the project team and facilitate communications
- Assist with maintaining efficient workflow and open lines of communications within Project Management Team
- Plan, coordinate and schedule all meetings
- Attend all planning sessions with the function of taking meeting minutes
- Compile reports based on topics discussed in planning session. Ensure all participants receive copy of meeting minutes and necessary actions
- Break projects into tasks and set timeframes and goals to ensure deadlines are met
- Create, maintain, and update workflows
- Collect and coordinate information to assist with tracking progress of projects
- Create new and efficient ways to maintain systems and process to help increase overall team and company effectiveness and efficiency
- Alert the Project Manager to issues as they arise
- Assist with travel and expense needs of the group

Qualifications and Experience

- Exemplary organizational, planning and time management skills
- Excellent written and verbal communication skills
- Ability to collaborate, but also work independently
- Ability to prioritize tasks while maintaining efficiency and required deadlines
- Ability to manage complex and changing schedules
- Must be detail-oriented while maintaining high level of accuracy, resourcefulness, and efficiency
- Associate Degree in Business, Communications, or other relevant discipline.
- Prior experience with project planning strongly preferred
- Proficient in all Microsoft Office Programs including Outlook and Teams with the ability to learn new computer-based software applications and programs

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume to employment@edlenergy.com, referencing the title of this role.

Applications open until position filled