



**Title:** Project & Mobilisation Coordinator (2-YearContract)  
**Location:** Perth, Australia  
**Function:** Project Delivery  
**Details:** Permanent, Temporary

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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.

The Project & Mobilisation Coordinator is responsible for the mobilisation of Project Delivery personnel to various project sites as per specific site requirements. This role will also provide general administrative support to the Project Delivery team.

### **Key Responsibilities**

- Booking domestic travel and accommodation, car hire, transfers and itineraries for the Managers and their Teams.
- Organising pre-employment medicals for new starters and ad hoc medicals for existing staff who are required to travel to site.
- Responsible for arranging training for personnel within the Projects team.
- Process training requests to get approval.
- Book training courses and organise payment once training requests are approved.
- Record training activities.
- Organise catering for meetings and courses.
- Function coordination assistance.
- General duties such as typing, data entry, photocopying, filing, faxing and binding of documents as required.
- Take meeting minutes for the Operations meetings.
- Provide Medical results, Police clearances and site-specific onboarding paperwork to Project sites as required.

### **Qualifications and Experience**

- Business/secretarial certificate qualifications or experience in a similar role
- Computer literacy using Microsoft Office including Word, Excel, PowerPoint and Pronto
- Previous travel and training experience will be highly regarded.

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 and cover letter to [hrvacancies@edlenergy.com](mailto:hrvacancies@edlenergy.com), quoting reference VAC0348.

**Applications open until position filled.**