



Title: Administrative Officer
Location: Bowen Basin, Australia
Function: QLD Waste Coal Mine Gas
Details: Permanent Full-Time or Permanent Part-Time

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.

EDL are looking for an Administration Officer to join our Bowen Basin location in a permanent role. This position offers the option of full time or part time hours. This is a Monday to Friday straight day shift and does require work across all 5 business days. EDL is offering an exciting opportunity for an individual with excellent communication and organizational skills to develop their administrative skills in a supportive working environment.

Key Responsibilities:

- Undertake general administrative tasks and provide administrative support for the QLD Waste Coal Mine Gas team.
- Coordinate travel arrangements for the team including booking and amending flights, accommodation, and car hire where necessary.
- Maintain the site roster and assist in calendar management for site supervisors as required.
- Liaise with external cleaning contractors to ensure accommodation cleaning roster is up to date.
- Liaise with external training providers to book training as required and upload training certificates as received.
- Coordinate medical bookings for existing employees as required.
- Coordination of Anglo-American inductions for site-based personnel and visitors as required.
- Order PPE, parts and consumables as required.
- Coordinate freight couriers for dispatch.
- Coordination of meetings and preparation/distribution of minutes as required.
- Actively ensure own health and safety and the health and safety of others through understanding and implementing workplace health and safety obligations.
- Support and comply with Company Policies and Procedures as advised and documented in the Company's employment policies as amended from time to time and as directed by Managers/Supervisors.
- In addition to the duties set out above, the incumbent may be expected to perform such other duties as may from time to time be assigned to them by the Company.

Person Specification:

- Ability to contribute to the team spirit through cooperation with others.
- Excellent communication skills (written and oral).
- Confidential, discrete, tactful, professional and committed.
- High level of accuracy and attentive to detail.
- Effective time management and organisational skills.
- Ability to work effectively when unsupervised.
- Ability to work calmly and effectively under pressure with constantly changing priorities.

Qualifications and Experience:

- Previous experience in a similar role within a fast-paced work environment desirable.
- Basic proficiency with computers. EDL will train successful candidates on any specific software required.

To apply, please send your current resume and cover letter, referencing VAC0389 in the subject line to hrvacancies@edlenergy.com.

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