



We Make Old New Again

PROJECT ADMINISTRATOR

Nyblad Construction is a family owned and operated renovation company based in Caloundra. We specialise in bathroom, kitchen, unit and full internal home renovations on the Sunshine Coast.

We are a growing company in need of an additional Project Administrator on a part-time basis (around 30 hours per week) with the opportunity to move to full-time.

The role:

- Part-time position (around 30 hours per week) Monday - Friday. Flexible working hours suitable to work around school drop-off/pick up or other commitments within reason.
- Duties include:
 - Submitting prepared quotes,
 - Preparing Master Builders Qld residential contracts and discussing contracts with clients,
 - Preparing and submitting variations and extension of times (EOTs),
 - Creating and sending purchase orders and work orders; and
 - Assisting the Business Manager, Project Manager, and the rest of the team with other various admin tasks as needed.

What we need from you:

- Excellent customer service skills and a positive attitude.
- Proficiency in Excel, Word and Outlook.
- Ability to learn and use new project management software to communicate with the rest of the team.
- Ability to work as part of a team as well as work autonomously to complete tasks as necessary.
- Ability to problem solve and work with constant schedule changes.
- Experience with Master Builders eDocs preferable but not mandatory.



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116/17 EXETER WAY, CALOUNDRA WEST

OMBA: 71 355
QBCC: 15252727
ABN: 55 639 095 337
#NYBLADCONSTRUCTION

What we can offer you:

- A competitive hourly rate (discussed with you during interview stage).
- A collaborative and friendly workplace.
- Flexible work hours (we're happy to discuss work hours and days to fulfil the 30 hours per week).
- Opportunities to progress within the company.

Please contact Sanna Davis via email sanna@nyblad.com.au with your resume or any questions. Alternatively, you can call the office on 0412 679 990.



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