

JOB DESCRIPTION: ASSISTANT PROJECT MANAGER - WHANGĀREI

JOB DESCRIPTION

- The chance to work with a diverse, high performing team of professionals
- Dynamic company with top-tier clients and projects
- Genuinely great team environment and positive culture

We are looking for an Assistant Project Manager to join our Infrastructure & Delivery team, providing support to the team and wider business. This role will suit a proactive individual who can assist with a wide range of project management initiatives from preparing project reports, record keeping through to coordinating meetings and supporting our Project Managers to deliver on high-profile projects.

This role would suit someone either already based in Whangārei, or a person willing to relocate from another region of New Zealand. Our Whangārei office is centrally located and has a great bunch of people to work alongside.

ABOUT THE ROLE

Our reputation and track-record of proven results mean Stellar attracts some great work from notable clients - we need to expand our Infrastructure & Delivery team to support the growth.

Some responsibilities of the role will include:

- Assisting the team with delivery of multiple infrastructure and transportation projects from site assessments and design through to construction and handover with the support of the wider team
- Undertaking infrastructure, property, transportation, commercial and construction consultancy tasks for external and internal clients
- Support with proposal preparation, job delivery, work planning and financial management tasks
- Willingness to work remotely, positioned as a member of the client's team on secondment, as may be required from time to time

- Performing site inspections and assessing Health, Safety, Environmental and Quality Assurance performance of contractors in line with contract documents and current NZ HSE requirements
- Ensuring that technical and quality requirements of work are met and maintained
- Keeping good records of all work and communications undertaken
- Developing appropriate, open, friendly relationships with clients, sub-consultants and contractors
- Working towards and maintaining appropriate professional memberships

ABOUT YOU

- You will have a at least two years' experience as a Civil or Project Engineer in the construction industry with project exposure in the fields of roading, civil infrastructure, urban development, rail, and other general civil works being advantageous
- You will be familiar with the New Zealand construction management environment and NZS3910 or NZS3916, with experience working alongside highly trained professionals
- You have gained a tertiary degree in a field such as civil engineering or construction management and may have also undertaken other relevant training in areas such as project management
- You are a great communicator – both verbal and written - and are effective in establishing meaningful professional relationships
- You like to be highly organised, and pay attention to detail – remaining mindful of the bigger picture
- You can operate autonomously when needed and are a self-starter who can pick up relevant programs and applications quickly

JOB DETAILS:

REFERENCE	#JD2302
LOCATION	Whangārei / Northland
EXPERTISE	Contract Administration / Engineering / Project Management
WORK TYPE	Permanent / Fulltime

- You value being a part of a team that supports each other, and you take pride in the work you do

WHY STELLAR PROJECTS?

After being founded in 2013, we have grown to over 90 staff in a relatively short space of time. Our success is largely due to the high calibre of personnel we attract and retain, with specialists in a wide range of services.

We understand the importance of providing a great experience for our stakeholders - both internal and external. Professionally fulfilled employees with job satisfaction translates to a thriving business – our people are our success, and we want to nurture that.

We offer a competitive salary with flexible working arrangements. Our employees are covered by a life insurance scheme, there is an employee-share programme, and we facilitate professional memberships and active support of career development. In addition to the 'little things' – such as fresh fruit, beverages and regular morning teas – we have an employee assistance program and an empathetic approach to individual needs.

We believe it is the intangible things which stand us apart. Our team genuinely enjoys working together, and our office vibe is a relaxed and warm professional environment. Our regular social events – such as trips inter-region, snow trips, family picnics, triathlon events, quiz nights and others – go towards fostering great working relationships.

If you are looking for a company that wants their people to thrive, then Stellar Projects may be the right place for you.

IF YOU ARE INTERESTED:

Please submit your CV and a cover letter which outlines the reason for your interest in this position and indicating the match of your skills and experience to our job requirements (or if you have any questions about the role or Stellar Projects) to:

careers@stellarprojects.co.nz