

## PROJECT ADMINISTRATOR

Position Level: L3

Location: Port Hedland

Effective Date: January 2026

### Responsibilities

The Project Administrator is responsible for the delivery of timely and effective project administration and support services for the Projects and Engineering Team, including the Project Delivery and Engineering Team and the Lumsden Point Project Team.

### Reporting

The Job Role reports to the Senior Project Manager Materials Handling (Lumsden).

### Accountabilities

Result Area	Major Activities
<b>1. Safety and People:</b>	<ul style="list-style-type: none"> <li>• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others.</li> <li>• Identify actions and changes leading to continuous improvement of safe work environments; both physically and psychologically.</li> </ul>
<b>2. Integrated Management Systems:</b>	<ul style="list-style-type: none"> <li>• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements.</li> <li>• Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.</li> </ul>
<b>3. Contract Administration:</b>	<ul style="list-style-type: none"> <li>• Review and process consultant and contractor claims, cost/ time variation claims and work orders.</li> <li>• Manage purchasing via Oracle (including Purchase order requisition and claims).</li> <li>• Review and receipt supplier and contractor invoices.</li> <li>• Assist with the procurement of project goods and services as required by the project team in accordance with Pilbara Port's Vendor Management Procedure.</li> <li>• Coordinate contract procurement and establishment requirements with Pilbara Port's Project, Legal, Finance, and Procurement teams.</li> </ul>
<b>4. Project Administration:</b>	<ul style="list-style-type: none"> <li>• Manage and coordinate project related documents and systems including project reports and plans, change, risk, and issues registers, and project status reports.</li> <li>• Manage project action, risk and issues registers.</li> <li>• Manage and coordinate project meetings including creation, review, and issue of meeting minutes.</li> <li>• Assist the Project Controls function in reporting, including:               <ul style="list-style-type: none"> <li>• Track and report against contractor's local employment statistics</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Analyse and report project schedule, progress, and safety and environment statistics.</li> <li>Prepare and update financial reports (budget, cost, forecast).</li> <li>Track and report 'Requests for Information' for the project via the project transmittal system (Aconex).</li> <li>Create, update, and track monthly Taskforce project status reporting for the project.</li> <li>Liaise with external consultants, contractors, advisors, and stakeholders.</li> <li>Liaise with Pilbara Ports teams to complete HR, ICT, Information and Finance tasks for the project.</li> <li>Provide general administrative support to the Projects and Engineering team including but not limited to corporate travel bookings, ordering of staff uniforms, and printing where required.</li> </ul>
<b>5. Document Control:</b>	<ul style="list-style-type: none"> <li>Maintain and ensure compliance with Pilbara Ports' Document Control Procedure.</li> <li>Administer Aconex to create, implement, and manage document approval workflows and undertake general project workspace maintenance.</li> <li>Manage document control transmittals, compliance and support to internal and external stakeholders in accordance with Pilbara Ports document control procedure.</li> <li>Manage document workflows in accordance with Pilbara Ports Project Management Framework.</li> <li>Receive, collate and distribute project documentation both internal and external to Pilbara Ports.</li> <li>Manage RFI's distribution and ensure responses are provided in a timely manner.</li> </ul>
<b>6. Other duties:</b>	<ul style="list-style-type: none"> <li>Support internal and external resources on the use of Pilbara Ports systems, tools and documentation.</li> <li>Collect project related data and report on outcomes.</li> <li>Other duties as required by the Senior Project Manager and Principal Engineer East.</li> </ul>

### Selection Criteria

#### Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Cooperative team member who is happy to assist with a broad range of requirements.
- Preference to work in a fast-paced, site office-based environment.

#### Work Related Requirements:

- Demonstrated experience in project administration or similar.
- Knowledge of project management methodologies including the ability evaluate, monitor, schedule, and report on the achievement of project objectives/outcomes.

- Proven success coordinating document control requirements for a project including, information management and the management of technical drawings.
- Well-developed organisational and planning skills, with excellent attention to detail and the ability to work autonomously.
- Experience with Oracle Aconex, Oracle ERP and Riskconnect would be beneficial but not essential.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.