

Position Description: Junior Project Officer

Division	Project Services Planning and Delivery	Location	Woomera
Employment	Full time - Fixed Term	Salary	\$40-55K (inc. super)

Role Description

A professional traineeship role developing into a Junior Project Officer, providing project administrative support, for the management and delivery of projects across the Woomera Range Complex, on behalf of Yanun's client. The full-time role will be coupled with on-the-job training and a Certificate IV in Project Management Practice.

Key Accountabilities

Key Result Area	Major Activities
Document control	<ul style="list-style-type: none"> Coordinate the transmittal of project documents.
Support and organisational skills	<ul style="list-style-type: none"> Provide high-level administrative support by coordinating correspondence, preparing reports, handling information requests, and performing clerical work. Organise the commitments of the Project Managers (scheduling diaries, arranging conference calls, prioritising tasks, meeting deadlines).
Administration support	<ul style="list-style-type: none"> Prepare agendas and minute project and other meetings. Preparation of reports, letters, emails, and other documents using Microsoft software. Processing and filing documents. Preparation and coordination of expense claims. Other general administrative duties as requested.

Knowledge, Skills & Experience

Selection Criteria	Essential <ul style="list-style-type: none"> Demonstrated high level proficiency in Microsoft Office suite software applications High levels of communication skills including active listening, oral and written comprehension. Motivated to pursue a professional career
	Desirable <ul style="list-style-type: none"> Experience with administration activities for projects including preparation of reports, spreadsheets, and correspondence Experience in document control, data entry and file management Relevant vocational or tertiary qualifications such as Certificate IV Business; Certificate IV in Project Management Practice Relevant Defence industry experience Demonstrated ability to communicate effectively with internal and external stakeholders.

Our Vision

In parallel to Yanun's commitment to excellence in project planning and delivery, Yanun has a fierce desire to take tangible action to improve the lives of Indigenous Australians.

Yanun is dedicated to mentoring, training and providing opportunities for younger First Nations to develop their own lifelong skill sets and in doing so, build Aboriginal empowerment, one success story at a time.

Our commitment to our clients and to the communities in which we operate are recognised as our core values of **Respect, Integrity and Adaptability**.