

## **Position title: Project Administration Assistant**

With over 30 years experience, 20+ projects and well over \$250+ Million worth of sales, Sector is one of the most prominent commercial & industrial property development companies in Melbourne. Our purpose is to create and deliver smart, innovative solutions to spaces that inspire better ways to work, store and play. You will be joining a small, happy and passionate team of young professionals who have a great consultant team supporting them. We are located in Port Melbourne overlooking the Yarra River, with excellent access to major arterials, tram and bus services and access to free 24/7 underground parking!

We are seeking a motivated, enthusiastic person to join our team and assist with project management administration for our industrial and commercial projects.

This is a diverse and varied role assisting the director and project manager.

You will be exposed to all areas of the development process from site procurement & acquisition to getting plans and permits, sales & marketing, construction, all the way through to delivery.

The role would suit a student in their 3rd or 4th year of construction, project management or a property related degree.

Initially this is a part-time casual position 2-3 days per week, with a view to grow into a full time role.

A current drivers licence and reliable car will be required to be eligible for this position.

The successful applicant will be expected to:

- Assist with project management duties
- Perform administrative function concerned with the business and its projects
- Call contractors & consultants
- Make appointment
- Order supplies
- Attend site visits
- Prepare reports

Residency requirements Australian Citizens and Permanent Residents only (Inc. New Zealand Citizens)

**Please email your CV and Cover Letter to [tom@sectorproperty.com](mailto:tom@sectorproperty.com)**