

POSITION AVAILABLE



STAR
ELECTRICAL LANKA

PROJECT ADMINISTRATOR

JOB ROLE:

Established in 1956, the Star Group is a privately owned organization that specialises in electrical, data and communication services in construction, rail, and infrastructure environment in Australia. Star Group is an Industry leader that is passionate and committed to completing projects and services on schedule.

Star Group and its divisions pride itself on having an exceptional knowledge of electrical standards, safety, environment, quality, and statutory requirements.

We are seeking dynamic results-oriented professionals in the position mentioned above to work in our Sri Lanka office. This position reports to the Local Manager in Sri Lanka.

The position of Project Administrator is critical in assuring that all administrative works and documentation are accurate, delivered on time and are in line with the Star Group Standards.

KEY RESPONSIBILITIES OF THE POSITION:

- Assist and liaise with teams of the Head Office and the Regional Offices in Australia with providing administrative and documentation support for projects (Electrical & Communication related) and office-based tasks.
- Utilization of prominent software and platforms used in the industry to provide **procurement coordination and financial assistance, document comparison, document compiling (Data entry), Estimating Assistance in Tender Take-offs and Project Take-offs for procurement, complete project documentation, procurement coordination and financial assistance.**
- Assist with other responsibilities and accountabilities where required with the local operation in Sri Lanka.

REQUIRED QUALIFICATION AND EXPERIENCE:

- Diploma or Degree from a recognized university/institution.
- School leavers are encouraged to apply (A/L Mathematics).
- Excellent computer skills in **Microsoft Office Suite** (Excel/Word/PowerPoint).
- Ability and capability to learn and handle new software used in the industry (Aconex/Bluebeam).
- **Strong communication skills with a good command in English** language and an understanding of accents is a must.
- Flexibility and adaptability to support project teams.
- Outstanding interpersonal and client handling skills (Previous experience with Australian Clients is beneficial)
- Administrative experience in the electrical or construction industry would be an added advantage.

Star Group is committed to ensuring that their employees have an opportunity to further develop themselves and their careers. This is a salary position and will be remunerated based on skills and experience.

If you believe that you are the right applicant we are looking for, please forward your CV to srilanka.careers@star-group.com.au, with the position applied for in the subject line.

Contact:
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