

## Job Description

### Project Assistant



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*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

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<b>Position Title:</b>		<b>Project Assistant</b>
Location:		Bowhill, South Australia
Current as of:		January 19
Reports to:		Project Coordinator
Direct Reports:		-
Key Relationships:		Project Team

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#### **Role Purpose:**

As the Project Assistant you will be responsible to supporting the Project Management function of Bowhill Engineering. To ensure a diverse range of projects and services are delivered to a high standard, on time & within budget. This position is accountable to the Project Coordinator to support & maintain customer satisfaction as well as optimum productivity.

You have the following key areas of responsibility:

- Project Management
- Compliance
- Continuous Improvement
- People & Culture

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Project Management</b>	<ul style="list-style-type: none"><li>▪ Purchase Orders</li><li>▪ Incoming Goods Inspection</li><li>▪ Logistics Organisation</li><li>▪ Drawings Packs</li></ul>	<ul style="list-style-type: none"><li>▪ Goods are procured to required specification</li><li>▪ Materials are onsite &amp; in full in a timely manner for production</li><li>▪ Production has information &amp; materials, on time &amp; in full</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>▪ Nestings</li><li>▪ Drawing File Management</li><li>▪ Material Confirmations</li></ul>	<ul style="list-style-type: none"><li>▪ Procedures are completed in full on time</li></ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"><li>▪ Procure implementation</li><li>▪ Simplification &amp; Streamline procedures</li></ul>	<ul style="list-style-type: none"><li>▪ Software is used to full potential</li><li>▪ Process is easily understood &amp; fully documented</li></ul>
<b>People &amp; Culture</b>	<ul style="list-style-type: none"><li>▪ Work with the Project Team to create a harmonious workplace</li></ul>	<ul style="list-style-type: none"><li>▪ People know roles &amp; responsibilities, nothing falls through the cracks</li></ul>

**ADMIN/PRODUCTION BEHAVIOURS**

<b>BEHAVIOUR</b>	<b>WHAT THIS MEANS FOR THE ROLE</b>
<b>Adaptable</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates the ability to handle a broad range of different tasks and assignments</li> <li>▪ Adjusts quickly to different work environments</li> <li>▪ Changes priorities when required without irritation</li> </ul>
<b>Reliable</b>	<ul style="list-style-type: none"> <li>▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service</li> <li>▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected</li> <li>▪ Maintains high level of character and a professional attitude the role</li> </ul>
<b>Engaged</b>	<ul style="list-style-type: none"> <li>▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service</li> <li>▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe</li> <li>▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected</li> </ul>
<b>Skillful</b>	<ul style="list-style-type: none"> <li>▪ Remains up to date with the latest technologies and development in area of expertise</li> <li>▪ Is able to identify the skills required for personal growth and development</li> <li>▪ Is committed to continuous learning and self-improvement</li> </ul>
<b>Initiative</b>	<ul style="list-style-type: none"> <li>▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes</li> <li>▪ Is hard working and self-motivated</li> <li>▪ Identifies and acts on better ways to do things</li> </ul>
<b>Team Player</b>	<ul style="list-style-type: none"> <li>▪ Assists team members to ensure all responsibilities are met, and seeks assistance as required</li> <li>▪ Is courteous and treats others with respect</li> <li>▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Communicates positively and professionally with team members and customers at all times</li> <li>▪ Communicates verbally and in written form with clarity</li> <li>▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information</li> </ul>

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### BOWHILL ENGINEERING VALUES

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- Safety and health is our highest priority
  - We value honesty, integrity and ethical behaviour
  - We value technology, innovation and quality
  - We value the creating and building of worthwhile things
  - We respect people, the environment and the community
  - We value maintaining work and lifestyle balance
  - Working with or working for Bowhill Engineering should be satisfying, fulfilling and profitable
  - If we deliver on the above we deserve to make a fair profit
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### BOWHILL ENGINEERING CODE OF CONDUCT

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<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

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### DESIRABLE REQUIREMENTS

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#### QUALIFICATIONS

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- Completed Year 12 of higher with strong skills in maths & computers
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#### EXPERIENCE

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