

Site Administrator

About Zenith

Zenith Energy (Zenith) is one of Australia's leading independent power producers. Zenith specialises in tailored off-grid power generation and service models. We integrate a complete range of thermal and sustainable fuel sources, together with innovative technologies, to deliver cost-effective and reliable solutions for clients.

About the Role

Due to growth, Zenith is looking for a Site Administrator to join the Project Support Services team. You will be a self-starter who loves to organise other people.

This is a FIFO role with a 2/1 Roster. The main responsibilities include.

- Organise travel and accommodation for employees and contractors as per roster or as required, utilising CTM.
- Organise and submit relevant site entry requirements in a timely manner including coordinating.
 - site inductions
 - medicals and gaining HSE approval.
 - police clearances
- Process and receipt purchase orders where required utilising Pronto
- Provide afterhours support to employee's if urgent travel is required.
- Liaise with Zenith's Clients to ensure all site requirements are updated.

About You

As the **Site Administrator**, you will have the following experience, knowledge, and skills to bring to the role.

Experience

- Previous experience in a travel administration role.
- Previous exposure to CTM booking platform.
- Pronto experience desirable.

Knowledge, Skills & Abilities

- Customer service focused with the ability to create a positive impression with professional and courteous manner.
- Strong administration skills - organised, thorough, systems-orientated with attention to detail.
- Proficient with MS Office Suite including Word, Excel, Outlook, SharePoint

Qualifications & Clearances

- Ability to pass a National Police Clearance and Pre-employment Medical.
- Right to work in Australia.

