

PLANPAC IS SEEKING AN ASSISTANT PROJECT MANAGER

About Us

Planpac is a multi-disciplinary consulting firm with its headquarters in Townsville and registered for operations in PNG. We are a dynamic and friendly team with expertise in design, town planning, project, contract and construction management. Providing service to clients from the private sector, government and international aid donor partners, our diverse portfolio of projects ranges from residential, commercial and industrial buildings across different sectors including health, policing and education.

The Opportunity

In providing assistance to the Project Manager your main duties are to:

- Create, maintain, and monitor comprehensive project documentation using company systems/software and industry standard techniques.
- Assist with the tender process for design and building infrastructure projects from inception through to submission.
- Assist with the management and coordination of internal resources and third party consultants/suppliers in the execution of projects.
- Assist with developing project scopes, planning, and objectives, involving all relevant stakeholders to ensure implementation and delivery are sound and achievable.

The role is primarily office based with some exposure to site.

Your skills and experience:

- Tertiary qualification in Project Management/Construction Management/Architecture/Building Design is highly desirable.
- Demonstrated relevant experience in the sector
- Sound computer skills, and knowledge of Synergy or equivalent project software
- Sound verbal and written communication skills.
- Excellent interpersonal skills, specifically the ability to maintain results-focused client, consultant, and stakeholder relationships.
- Demonstrated ability to work well within a team.

Salary within the range of \$60,000 - \$80,000 dependent upon skills and experience.

Please send your application addressing the skills and experience to: Admin@planpacgroup.com.au