



**NGURRARA**  
PTY LTD

## Site Administrator

- Location: Minesite Pilbara WA
- Work Project: BHP WAIO Bulk Material Movement and Rehabilitations Project
- FIFO Perth and DIDO Newman, Port Hedland area, or Hybrid Arrangement
- Roster – 8/6
- Remuneration – \$45 per hour

### About the Employer:

Ngurrara Pty Ltd (NG) is a 100% owned and operated Pilbara Aboriginal business formed by the joint venture of Aboriginal owned companies with proven experience on Resource and Civil Construction Projects.

We are offering employees the opportunity of employment with a growth orientated business, an expanding footprint of locations, projects and Tier 1 clients and a variety of working experiences across the resources and related civils industry.

### About the Opportunity and Role Criteria:

Our current project is with BHP WAIO on a busy mine site approx. 1.5 hours north of Newman.

We are looking to directly employ an Experienced Site Administrator with proven experience in end-to-end administration duties.

The Site Administrator will be involved with the smooth day to day running of operations, scheduling team members, workforce planners and booking in bound and out bound flights and accommodation for staff.

Our Site Administrator must have experience in supporting on-site teams with administrative duties to support the delivery of scheduled productions, materials movements and / or rehabilitations Safely, Calmly and in Compliance with all Statutory and BHP WAIO requirements.

### Skills and Experience

- Administration experience within civil and mining, logistics, and facilities management
- Experience completing administration duties to a high standard
- Advanced proficiency on Microsoft Office Suite, primarily, Excel, Outlook and Word, data entry skills and confidence in picking up new systems quickly
- Excellent written and verbal communication skills
- Exceptional organisation skills
- The ability to work both autonomously and in a team environment



<https://ngurrara.com.au/jobs/>



[recruitment@ngurrara.com.au](mailto:recruitment@ngurrara.com.au)



**NGURRARA**  
PTY LTD

*For more information, please contact NG Corporate Services at  
[recruitment@ngurrara.com.au](mailto:recruitment@ngurrara.com.au)*

*Applications will remain open until this position is filled.*

*NG may commence appointment proceedings immediately, appoint by invitation or make no appointment at all. This opportunity is open only to candidates with the right to work in Australia.*

*As NG is a proud First Nations owned and operated business, we strongly encourage First Nations People to apply.*



<https://ngurrara.com.au/jobs/>



[recruitment@ngurrara.com.au](mailto:recruitment@ngurrara.com.au)