

- High profile organisation
- Critical roles in a state owned entity

- \$2 billion project
- Located in Shepparton

Project Manager Connections Program

Reporting to the Deputy Executive Manager, Capital Works, the Project Manager Connections Performance will provide project management, contract administration and engineering support.

Demonstrating a proactive approach to their work, the successful applicant will have experience in managing works programs and contracts, effective communication skills and analytical problem solving skills. They will also be able to build and maintain effective working relationships.

Project Officer

Reporting to the Manager Connections Business Performance, the Project Officer will undertake an integral role to support the delivery of the Connections Program.

Demonstrating initiative and lateral thinking, the successful applicant will be required to work in a team, coordinate, manage and deliver business projects and systems.

They will have demonstrated experience in business coordination, financial and information management and reporting.

Executive Assistant (Maternity Leave)

Reporting to two senior managers, the Executive Assistant will provide professional and confidential administrative support to these managers and their teams.

Demonstrating efficiency and high level communication skills, the successful applicant will be experienced in providing administrative support.

They will have efficient coordination, diary management, reporting, correspondence and analytical skills.

Position descriptions are available by contacting Diane Bewicke, Human Resources Coordinator, on **1300 163 006** or visiting the NVIRP website at www.nvirp.com.au
Applications should be emailed to diane.bewicke@nvirp.com.au before **12.00 noon on Friday, 2 July 2010**.