

Position Description

Job Title: Material & Administration Coordinator

Department/Program: AOR

Reporting To: Ship Maintenance Manager

Location: Garden Island, WA

Level/Salary Range: TBA

Level: Staff

SUMMARY OF POSITION

The Material & Administration Coordinator is responsible for arranging the material required for each maintenance and repair task, processing to ordering, and ensuring materials is delivered on the time required. You will also be responsible for undertaking general office administration tasks.

DUTIES AND RESPONSIBILITIES

- Primary role is to be key person responsible for day-to-day office administration management for the Navantia WA Office.
- Secondary role is to support as required key person responsible for material coordination for planning External Maintenance Period for Ship 02 in accordance with the Maintenance Management Plan
- Secondary role is to support as required key person responsible for planning and schedule External Maintenance Period for Ship 01 or 02 in accordance with the Maintenance Management Plan
- Support configuration management for both WA and NSW computer filing system
- To assist as direct by the Ship Maintenance Manager WA
- Assist the Planner in identifying and building the material list for EMPs
- Liaise with the supply support team to arrange or procure material and services for the Contract.
- Utilise the approved Defence inventory management systems to develop, amend data and action the material list for each maintenance and repair activity
- Utilise the business Computer Maintenance Management Systems to develop, action and report the material list for each maintenance and repair activity
- Monitor the compliance of delivery dates from the suppliers and update planning team.
- Inform the Planner, the Maintenance Planning Manager and the Supply Support team about any obsolescence raised by any supplier
- Close coordination with the support organization, Planning Team and industry Partners to monitor the progress of end to end activities
- Ensure correct returns of rotatables and disposal material during the maintenance availability
- Close coordination of the Urgent Priority Demand with the supply chain network, URDEF Manager and the industry partner
- Support the Supply Chain Manager in the Status Reports
- Produce progress reports and opportunities to improve material support for each maintenance task.

QUALIFICATIONS AND POSITION REQUIREMENTS

- A minimum of 2 years' experience office administration and coordinating material within a maintenance and sustainment organisation
- Proven skills and experience in working with technical drawings
- Proven skills and experience in undertaking general administrative duties
- Very good client service skills
- Good attention to detail
- Experience within the Navy maintenance management processes is desirable
- Excellent task management skills
- Very strong interpersonal skills
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills
- Demonstrated ability to deliver results in a high pressure environment
- Ability to communicate effectively and build positive relationships at all levels of the business and clients

COMPETENCIES

Technical:

- Demonstrated knowledge of maintenance principles.
- Sound knowledge of maintenance and inventory management systems.
- Ability to interpret technical documentation.
- Preferred Knowledge of Defence Marine Systems.

Management:

- Ability to work independently and communicate with stakeholders

Behavioral:

- Demonstrate behaviours that promote positive team morale
- Demonstrate Navantia values at all times and encourage others to do so
- Develop relationships based on trust and support

Leadership:

- Lead change with energy and enthusiasm

Security:

- Ability to gain Baseline Security Clearance as a minimum

Pre-employment Medical / Background Checks

- Reference Checks, Employment Verification Check, AFP Police Check, Qualification Check

APPROVED

Approved by: Managing Director - Alfonso Garcia Valdes	Signature / Date:
Approved by: Human Resources - James Cowie	Signature / Date: