



# ASSISTANT PROJECT OFFICER

- **AWARD WINNING EMPLOYER**
- **DYNAMIC ENVIRONMENT**
- **SYDNEY CBD**

PIPE Networks is an award winning, innovative telecommunications infrastructure company and a recognised national leader within its field. PIPE Networks is headquartered in Queensland and is a fast growing and profitable company.

We are seeking a hard-working and dedicated individual to join our Fibre Operations team as an Assistant Project Officer on a full time basis.

Reporting to the Projects Team Leader – Central Region, key responsibilities will include:

- Coordinating Telstra FAA (Facilities Access Agreement) – studies, design, JCI and as-built determining project cable requirements;
- Engaging contractors for various projects based on quality and cost;
- Ensuring project time frames are realistic and are met by contractors;
- Liaising with customers for all fibre installations;
- Liaising with building management/owners for access and installation purposes;
- Ensuring projects are quality controlled to PIPE Networks specifications;
- Liaising with accounts for Purchase Orders and Invoice reconciliation;
- Weekly reporting to the Operations Manager – Fibre Infrastructure;
- Updating clients weekly on project installation progress; and,
- Other ad hoc duties as assigned.

The following skills and attributes will be required:

- Ability to work under pressure and meet deadlines;
- Strong attention to detail;
- High level of communication, both written and oral; and,
- Ability to work well within a team environment.

This exciting entry level position has definite scope for advancement for candidates seeking a career in Project Management.

For further information on PIPE Networks please visit our website [www.pipenetworks.com](http://www.pipenetworks.com).

If you have eligibility to work in Australia and would like to express your interest please forward your resume to [jobs@pipenetworks.com](mailto:jobs@pipenetworks.com).