



ROLE: WORKFORCE PLANNER + SITE ADMINISTRATOR

WHO ARE WE?

Richglen Maintenance Services Pty Ltd is a local Central Queensland based business delivering safe, efficient, and cost-effective services to the resource industry. The company specialises in a variety of mechanical, electrical and structural repairs of Draglines, Shovels, CHPP's, Conveyors and other associated plant, as well as general maintenance and shutdown activities. Richglen Maintenance Services provides high level, consultative support to its customers through the allocation of specialised planning and supervisory personnel to sites.

WHAT'S COMING UP?

Richglen has scheduled Dragline and Processing plant shutdowns commencing in March through to November. We are seeking experienced people with a positive outlook and a professional approach to help plan and execute these shutdowns.

THE ROLES

The works listed above are for a variety of clients and as always, are vital to their mining operations. The primary purposes for these positions will be to liaise with clients and align your team and our internal operations to deliver successful outcomes for our customers and Richglen. You will potentially be involved from the planning, execution and commissioning phases through to the project close out.

- **Workforce Planner / Site Administrator**

This role will be a combination of planning time in the Mackay office as well as site based during the execution of shutdowns and projects.

ABILITIES AND PROFICIENCIES

- You should be able to demonstrate experience for these roles in heavy industrial green or brownfield projects.
- Preferred to have participated in additional training or courses relevant to the role.
- Experience at using Microsoft SAP systems would be an advantage.
- Drivers licence.
- Proficient in Microsoft Project and Office.
- Be able to pass medical screening as required.
- Be willing to work in a blend of site and office settings.
- Show good organisational skills.

WORKING FOR RICHGLEN

Working for Richglen offers a personalized environment with management and staff who are passionate about success and a work life balance. A company where the decision makers work in the business, everyone shares in the pleasures of success and take a proactive approach to safety, growth and opportunities.

APPLY TODAY

If you would like more information about these career opportunities, please contact either Matt Borg on 0427 681 003 or Lance Jarrett on 0428 174 494. Alternatively email resume and cover letter to mborg@richglen.com.au.