

Office Coordinator – Permanent, full-time contract

- Work with a view of the ocean in North Fremantle
- Permanent full-time contract in a friendly, dynamic team environment
- Progressive ASX-listed renewable energy developer
- Company undertaking projects in Australia and Europe
- Internationally recognised industry leader

Carnegie Clean Energy Limited is an ASX-listed renewable energy technology company with a clear purpose – to harness ocean energy to make the world more sustainable. Carnegie is the owner of the CETO technology, which captures energy from ocean waves and converts it into electricity. We use the latest advances in artificial intelligence and electric machines to generate electricity in the most efficient way possible. Our technical team are world class engineers and scientists with a passion for technology, renewable energy and sustainability.

An exciting opportunity now exists for the role of Office Coordinator for someone who is enthusiastic, proactive and diligent to join our team on a permanent full-time contract.

Key tasks include:

- Assist with website updates and ASX announcements
- Handling and answering enquiries received over the phone and email
- Organisation and running of events, including board meetings, AGM and social events
- Maintain the professional presentation of the office, greet visitors
- Assist with travel arrangements for CEO and staff as required
- Assist with onboarding new staff
- Manage deliveries, mail and office supplies
- Manage office cleaning contractors and general maintenance
- Assist the finance team with purchasing, expenses and credit card transactions
- Providing assistance to the CEO and management when required
- General admin and office duties

About you:

- Strong attention to detail and accuracy
- Ability to prioritise and meet deadlines
- Enjoys learning new skills and building capability
- Ability to be proactive, work independently and as part of a team
- Proficient computer skills, in particular with the Microsoft Office Suite

- Understands the IT environment
- Previous experience in a similar role
- Excellent communication skills both written and oral
- Well-developed time management and organisation skills
- Someone who loves to help others and is willing to take on anything and everything

The Company offers:

- Excellent workplace environment and culture
- Office with a spectacular ocean view in North Fremantle
- Carnegie's employee incentive schemes
- A competitive remuneration package will be offered in line with relevant experience and skills
- The chance to work in a rewarding company and be part of the clean energy transition
- Regular team building events

Applications, including covering letter, CV and answers to the application questions below, should be forwarded in PDF format to careers@carnegiece.com with "Office Coordinator" in the subject title. Only shortlisted applicants will be contacted. Confidentiality is assured.

Application Questions

Are you eligible to work in Australia?

How many years of experience do you have in a similar role?

What is your expected salary?

Do you have a relevant qualification?

Describe your ideal work environment in 3 words.