



# Position Description – Junior PM

## 1.0 Details

Company: Jabin  
Job Title: Junior Project Manager  
Reporting to: Senior Project Manager  
Location: Brisbane, Darwin, Cairns.  
Salary: Commensurate with Experience

## 2.0 Main Duties/Responsibilities:

- Representing Jabin, as a proactive staff member with a professional attitude whilst doing the same in their seconded position.
- Managing and presenting project data under direction from the senior project manager.
- Assisting and attending client meetings with senior staff.
- Maintain a clean and safe workspace and abide by workplace health and safety policies and procedures.
- Other tasks as directed within the employee's capabilities.

## 3.0 Skills & Experience

### 3.1 Essential:

- A commitment to supporting a diverse and inclusive workplace.
- Australian Citizenship to enable application for Australian Government Security Clearance.
- An understanding of project delivery processes.
- Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Very good writing ability that is coherent, grammatically correct and professional.
- Very good communicator and ability to manage relationships with clients and staff.
- Ability to collect, collate and analyse data, develop presentations and reports under direction from senior project manager.
- Organisational skills including the ability to manage competing priorities.
- Ability to contribute to a team.
- Current Australian unrestricted drivers licence.
- A desire to continue to learn and develop in the project management field under guidance and support from the employer.

### 3.2 Desirable:

- Defence related experience.
- Two or more years experience in a project delivery environment with the ability to support project and program planning and implementation; or good knowledge of the project delivery process.
- Prior use of project management tools such as MS Project or similar.

## 4.0 Performance Goals:

- A Goal Setting Program will be established listing learning and development requirements.