



FUTURE ENERGY EXPORTS

Cooperative Research Centre

Administration Officer

We are seeking a part-time self-employed administration officer to join our newly established Cooperative Research Centre (CRC). The team is small, the tasks are varied and include assisting the CEO, COO and Research Advisory Committee with administration tasks; as an example, project proposal management, PhD proposal management, project reporting, project follow-up, meeting minutes and general administration, travel, accommodation and development of process workflows. This will require some stakeholder engagement with the FEnEx CRC Participants.

FEnEx CRC

We are a newly established Cooperative Research Centre focussed on advancing technology developments in the Natural Gas and Hydrogen sectors; one a well-established industry, the other seeking to become an industry with plenty of research and development opportunities.

FEnEx CRC was established in July 2020 and is in a start-up phase, establishing new procedures and processes to efficiently roll out a ten-year program of research, research commercialisation, education and training. For more information about the Cooperative Research Centre, visit www.fenex.org.au

The Role

The role would suit a self-motivated individual with:

- an understanding of small business environments;
- an understanding of the value of efficient technology solutions to supplement a small team; a high degree of computer literacy;
- advanced administrative and document management knowledge;
- a keen interest in developing solutions for new activities;
- previous experience engaging with stakeholders.

The FEnEx CRC Office is based on The University of Western Australia Crawley Campus.

The role will be reviewed every three months as the Research Centre activities expand.

What is in it for you?

- Flexible working arrangements
- Supportive and collaborative work environment
- Helping to establish business processes
- An interesting role in the emerging field of hydrogen

To apply

Please send your CV and/or company profile and a cover letter addressing the Role to:

Chief Operating Officer, admin@fenex.org.au by Friday 28 May 2021