



## Field Services Allocation Co-ordinator

Based in our Mackay Office, the Field Services Allocation Co-ordinator will work closely with the Planning Superintendent to ensure effective co-ordination of the various placement activities required including the allocation of labour, inter-departmental scheduling of labour between the Groups and to maintain relevant records to ensure compliance with the company quality system and statutory requirements.

### COMPETENCIES

#### Essential :

- Demonstrated labour allocation experience within the construction, maintenance and / or manufacturing industries
- A broad understanding of Human Resources concepts within the Mining / Construction industries
- Intermediate computer skills
- Effective oral and written communication and interpersonal skills
- Knowledge of Workplace Health & Safety Act Regulations

#### Desirable

- Current First Aid Certificate
- Certificate IV in Training and Assessing or equivalent

### ABOUT US

TEAM Engineering Services is a Mackay based rapidly growing company that provides heavy engineering, project management, maintenance and fabrication services to Tier 1 customers in the mining, minerals processing, port facilities and bulk materials handling industries. We have built an outstanding reputation by delivering high quality, innovative solutions quickly, safely and cost effectively. TEAM is founded on openness, teamwork and delivering results and we understand our competitive edge is our people.

Please send a resume with current references to [applications@teameng.com.au](mailto:applications@teameng.com.au) or visit our website at [www.teameng.com.au](http://www.teameng.com.au).

**CLOSING DATE FOR APPLICATIONS IS FRIDAY 20 JANUARY 2012**

For any queries please contact HR on  
Ph.: (07) 4968 2000 or 1800 TEAM ENG  
Fax: (07) 4952 3111

Think Safe  
Work Safe  
TEAM Safe

