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## Position Description:

### **Project Co-ordinator**

#### Short Description

A permanent employee position (based out of our Noosa Offices) that will contribute to the successful delivery of infrastructure based solutions (both project and outsourcing based) into Mach Technology's client base, as well as support the successful operation of our Data Centre and Cloud solutions infrastructure.

#### Key Features

- immediate start
- key member of exciting and high quality team, with expedited opportunities to senior technical roles and responsibilities
- strong mentoring and career development (into desired direction beyond the role)
- flexible working hours, including working remotely when work demands allow

#### About Mach Technology

Mach Technology ([www.mach.com.au](http://www.mach.com.au)) is a highly successful and solid growth technology solutions company, with a current focus and client base across South East Queensland servicing the government, commercial and SME business sectors. Our point of difference is our 'challenger brand' and commitment to quality, innovation and finding new ways to solve business problems.

Mach Technology has developed a nationally recognised specialisation in the design and application of next generation technologies that deliver compelling value for money; in particular fibre optic based broadband, Open Source software, virtualisation and mission critical web applications. This capability is deployed both internally (e.g. our business systems platform, our new major Data Centre initiative at Cooroy<sup>1</sup>, our R&D activities, etc) and externally to our many clients. We are also leaders at deploying Microsoft based technology onto and into our proven, next-generation Cloud platform.

#### The Role

This is a permanent employee position ideally suited to a highly motivated technology professional seeking to grow and progress into a Project Management role. into a , in addition to delivering against Server, Desktop and Network based solutions – primarily in the Microsoft field, albeit Linux experience would also be advantageous, an opportunity to grow into a leadership role that will shape Mach Technology's next-generation technology platform and associated service offerings and solutions.

Initial assignments will be to existing clients in the South East Queensland area, typically performed from Mach's Noosa premises. However, the work will require project-based travel and on client site work.

Please note that the individual on occasion will be required to travel and deliver upon contracted client assignments outside the local area (rarely outside South East Queensland), and from time to time will also participate in Company functions and projects.

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<sup>1</sup> "Connecting the Coast" is a Australian Government backed Clever Networks – Innovative Services Delivery initiative per [www.connectingthecoast.com.au](http://www.connectingthecoast.com.au)

The applicant will have most or all of the following qualities, which will be required in the position to be successful:

- Excellent communication and interpersonal skills;
- Strong and confident leader, able to build strategic client relationships whilst delivering business outcomes;
- Exceptional time management with the ability to cope with pressure, prioritise workload and meet agreed billable work hours per day and deliverable timetables both individually, and as a team when other staff are working with you or under your direction;
- Attention to detail with tenacious problem solving and analytical skills;
- Former experience in Project Coordination and/or task management;
- Former experience in Service Desk and or remote support engineer would be preferred;
- Strong Commercial acumen (understanding T&M and Fixed price commercial engagement models);
- Excellent understanding of contemporary Project Management methodologies including all aspects of project planning, resource planning, schedule and work breakdown structure development, risk and issues identification and management, testing, acceptance and handover to ongoing operations/ Service Delivery.

Note: an individual that does not yet possess 'deep expertise' in all the above areas will be developed through mentoring and on the job experience.

- Entrepreneurial spirit and a capacity to contribute to the sustained growth of the company;
- Tertiary degree or relevant technical certifications; and
- An exceptional work ethic and the highest levels of integrity.

A generous remuneration package with performance based incentives will be negotiated to reflect the level of fit to the above qualities and contribution the right individual will bring to Mach Technology.

Please submit your CV with a covering letter to [jobs@mach.com.au](mailto:jobs@mach.com.au)

<u>Internal Ref</u>	Mach067
<u>Name of Advertiser</u>	Mach Technology
<u>Contact Details</u>	Employee Services, Mach Technology
<u>Salary</u>	Negotiable (based on the individual's skills, experience and potential)