

Position description:

Project Coordinator

Reporting to:

Project Manager – Waitaki Upgrade Project

Date:

October 2026

Location:

Twizel or Christchurch (with travel to Waitaki)

The role

The Waitaki Upgrade Project is a major multi-year modernisation of the iconic Waitaki Power Station. It is a complex brownfield upgrade of a large 7 Unit 1930's hydro generation station requiring careful installation of new equipment and systems in an operating hydro generation asset. The largest investment in this asset since its construction 100 years ago.

The role as Project Coordinator supports the Project Manager of the Waitaki upgrade. The Project Coordinator will ensure all project meetings are organised with the correct participants and take the project meeting minutes through the life cycle of the project. They will ensure the day-to-day administration tasks are completed including supporting the project manager in the project status reporting, project governance and planning.

Experience and Knowledge

- Support the complete delivery of the project in line with budget, schedule, HSE and quality specifications.
- Support the management of budgets and invoicing for the Project Manager.
- Coordinate updates of project delivery statuses and task information through project lifecycles.
- Preparation and collation of installation and commissioning documentation, site works programs, operations and maintenance manuals, and other project management and delivery documentation.
- Work closely with internal Health & Safety (H&S) experts, project managers and contribute to and assist in developing a high-quality H&S culture across our project.
- Coordinate project member and contractor accommodation and travel logistics where required.
- Prior experience in power generation sites or heavy industry well regarded.
- Onboarding of new contractors and consultants.



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Knowledge, experience and skills

- At least 3-5 years' experience as a Project Coordinator with experience across medium to large project implementations.
- Strong experience with costing, project reporting and scheduling.
- Ability to act as liaison with third party contractors and suppliers, managing onboarding, scheduling inductions.
- Excellent verbal and written communication skills.
- Works cooperatively in a team environment.
- A good listener and good contributor to the team.
- A self-starter with an abundance of initiative who gets things done.
- Attention to detail and accuracy.
- Proficient in the use of Microsoft Office tools, specifically Excel, Word, PowerPoint, Project. Miro.



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