



Contracts / Quality Administrator

Do you want to be part of an exciting mine expansion that is powering the global energy revolution?

Are you looking for a rewarding career that offers the opportunity to live and work in our picturesque south-west?

Talison Lithium, owner of the world's highest grade hard rock lithium resource, is recruiting now to meet production requirements as part of a \$500M + expansion project.

The Greenbushes Mine is a well-established mining and processing operation incorporating three open pits and two processing plants. As part of a plan to more than double production from Greenbushes, Talison Lithium is constructing a new state of the art processing facility (due to come on line in the second quarter of 2019) with plans in place for a further processing plant to come on line in 2020.

Reporting to the Manager Administration, an opportunity exists for a suitably qualified Contracts / Quality Administrator to join our energetic and multi-disciplined Administration team. As a key member of this group you will play a central role in contract management.

About You

You will have a background in preparing, examining, analysing, negotiating and revising agreements and contracts.

Qualifications and Skills

- Bachelor's degree in Business Administration or Finance
- 3+ years of experience in contract administration or a related field like accounting, finance or legal
- Awareness of ISO Quality Standards
- Experience working with and managing contracts and agreements
- Knowledge and understanding of the legal requirements involved in contracts and agreements
- Attention to detail and ability to notice errors

How to Apply

Please forward your application to jobs@talisonlithium.com including a covering letter, CV, copies of any qualifications and referees.

For further information, phone (08) 9782 5700.

This is a residential position on a 5:2 roster working a nominal 40 hour week. You are required to live within 60 minutes travelling distance of the Greenbushes mine site. A competitive salary and other benefits will be negotiated with the successful applicant.

Applications close 21 December 2018.