



POSITION VACANT – Building Assistant Manager

Due to CASC experiencing organisational growth across building services, housing, housing upgrades and new developments we are now seeking a suitable candidate for the role of – Building Assistant Manager

If you have experience and coordination skills in building/construction project quoting, job scheduling, inventory tracking, invoicing, workflow management and stock control. Apply now!

Reporting to the Building Manager, you will also support budget preparation and monitor expenses including generating reports from software application SIMPRO.

Role and Responsibilities

Assist & Relieve Building Manager to:

- Manage planning, budgeting, & operations of Building Dept. facilities maintenance
- Manage planning, budgeting, & operations of Building Dept. upgrade, home modifications, & projects workflow
- Manage WHS compliance & incidents as per Qld WHS Act
- Continuously improve Building Dept. quality, culture, & efficiency
- Manage regulatory compliance of Building Dept. outputs
- Deliver trade level & above workplace training to empower current & future generations
- Direct & liaise with supervisor staff to achieve operational outcomes
- Liaise with other government delivery partner agencies to progress Building Dept. workflow
- Achieve strategic goals for CASC facility management
- Report on Building Dept. activities to CASC

Preferred Skills

- Demonstrated experience in facilities or construction management
- Demonstrated experience in procurement & contract management
- Demonstrated experience in WHS compliance & incident management
- Demonstrated experience in managing & leading teams

Selection Criteria

- Strong leadership and communication
- Competent in use of Microsoft Office software and/or Inventory – Job Costing Software (SIMPRO) or willing to learn.
- Self-starter, proactive and able to motivate teams and coordinate trades
- Strong connection to and knowledge of local Indigenous Community
- Must have building and construction skills and qualifications or relevant hands-on experience
- Knowledge of building codes, construction processes and WHS regulations
- Current Queensland 'Class C' Driver's licence essential
- Current White Card (Construction Safety Induction)
- Previous Experience as supervisor in the building and constructions industry is highly desirable

*Note: Aboriginal and/or Torres Strait Islander heritage – [Note: Non-Indigenous applicants will only be considered if no suitable Indigenous candidates are attracted in the first round of applicants]

If a suitable applicant is found, CASC has the right to close the applications sooner. So please get your EOI applications and resumes in asap.



Please send your cover letter and resume to jobs@cherbourg.qld.gov.au
Applications will close on the 7th of February 2025.