



We are a family run business that employs over 62 staff. We run up to a dozen large projects at any given time, 50 small projects and are actively engaged in tendering for projects around the state. We also run a significant breakdown maintenance division and have recently opened our New Home Construction arm.

Mykra Pty Ltd is looking for students and/or graduates interested in work experience who can start by helping around the office and learning about different aspects of Project Administration and Estimating. This is a great opportunity where we hope to retain a new recruit who can learn about the roles before accepting full employment in one area.

**Duties will include but are certainly not limited to:**

- Assisting estimators prepare tenders.
- Liaising with subcontractors to obtain quotes.
- Helping with the contract administration process.
- Document Control.
- Site visits for tendering and administration purposes.

**Personal Skills for the position include:**

- Friendly demeanour
- Presentable
- Literacy, Numeracy and Computer skills
- Good people skills
- Team work
- Able to understand construction drawings
- Good written communication skills
- Enthusiasm and Willingness to learn.

Students interested should include their current year of study, current academic results (including SP2 of 2017) and projected graduation date. We are interested in students who will be completing their 3rd or 4th year in 2017.

Please submit your application to our recruitment page at [www.mykra.expr3ss.com](http://www.mykra.expr3ss.com).

Should you have any queries or require any further clarification, please feel free to contact me to discuss further.

Kind regards,

**Rebecca Schmid**

*Executive Assistant*

*Mykra Pty Ltd*

*Ph: 61 8 8261 8600*

*Fax: 61 8 8261 9988*

*Email: [rebeccas@mykra.com.au](mailto:rebeccas@mykra.com.au)*

*Website: [www.mykra.com.au](http://www.mykra.com.au)*

*LinkedIn: <http://www.linkedin.com/company/mykra-pty-ltd>*