

PROJECT CO-ORDINATOR – FIXED TERM

JOB DESCRIPTION



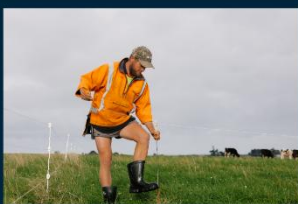
About Us

Pāmu is the brand name for Landcorp Farming Limited. We are a State Owned Enterprise and the largest pastoral farmer in Aotearoa New Zealand managing nearly 360,000ha over 110 farms.

Pāmu manages over 15 stations, 40 livestock farms, 42 dairy units, an orchard, several dairy support blocks, and calf-rearing facilities across the motu. We provide jobs for 630 permanent staff and over any 12-month period, we care for a total of 1.3 million sheep, deer, and cattle.

Our Values

Our values are core to who we are at Pāmu and the way we all work together.



We are Bold

We are bold in our vision, not afraid of the new; always growing and improving for a sustainable future in farming.



We are Genuine

We are genuine, always keeping it real, considering our neighbours and our impact; we are easy to engage with, and we always deliver what we commit to.



We are Grounded

We are proud guardians of our land and our animals, and we are grounded in our connections with these; our proactive protection of the environment ensures a prosperous future for now and for generations to come.



We work Shoulder-to-shoulder

We work together, shoulder-to-shoulder, united as a team to ensure each other's safety and well-being; we bring out the best in each other and the communities we work in.

Purpose of the Role

The Project Coordinator supports the successful delivery of projects within the Transformation Team at Pāmu. Working alongside Project Managers and wider business teams, this role coordinates project activities, maintains documentation, and supports day-to-day delivery.

This role provides exposure to multiple projects and supports planning, tracking, and reporting activities to ensure projects are delivered in line with agreed timeframes and standards, including:

- Supporting effective and organised delivery of projects
- Contributing to accurate and timely reporting
- Maintaining high quality documentation
- Building strong stakeholder relationships
- Developing core project delivery capability

Scope and Scale

- The Project Co-ordinator reports to the Head of Transformation
- Location: Wellington (can be remote)
- Internal Relationships:
 - Transformation Team

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- Project Managers, Project Sponsors
 - Farm and Operational teams
 - Procurement, Finance and IT Teams
 - External Relationships:
 - Third party suppliers as required
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Key Responsibilities

- Support the coordination of multiple projects of varying size and complexity
 - Maintain project plans, timelines, and deliverables
 - Track progress and highlight risks or issues
 - Support documentation including meeting minutes and action tracking
 - Prepare project updates and contribute to reporting
 - Coordinate meetings and stakeholder engagements
 - Support governance and steering group materials
 - Maintain accurate project records
 - Work with Project Managers and delivery teams
 - Contribute to continuous improvement of processes
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Knowledge and Experience

Essential

- 2–3 years' experience in a project coordination, project administration, or similar delivery support role desirable
- Strong Microsoft Office skills
- Strong organisational and time management skills
- Comfortable working with data and reporting
- Highly organised with strong attention to detail
- Strong communication skills
- Able to manage multiple priorities
- Proactive and willing to learn
- Strong problem-solving mindset

Preferred

- Worked in agriculture sector and/or have experience with farming systems
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