



Biosis Research Pty. Ltd., one of Australia's leading consulting firms in both Cultural and Natural Heritage management and impact assessment, is seeking to appoint a Research Assistant in our Wollongong Office.

Biosis Research undertakes natural and cultural heritage projects throughout southeast Australia and employs a highly experienced multi-disciplinary team that includes ecologists, archaeologists and GIS operators. We have offices in Wollongong, Ballarat, Canberra, Melbourne, Sydney and Wangaratta.

As part of the Wollongong Regional Office you will have all of the advantages in living in one of NSW's premier regional centres – all of the services of a big city but with affordable housing, short commuting times and a relaxed lifestyle – while working in a range of natural environments with a diverse range of clients throughout the Illawarra.

Natural Heritage Research Assistant

If you are the successful applicant, responsibilities will include assisting the office manager in key office duties as well as the Natural Heritage consultants in collecting & collating background information for projects, field surveys, proposal writing, data gathering & analysis, and report writing.

The selection criteria for this position include:

- Hold a tertiary qualification, BSc (Hons) or equivalent preferably majoring in Zoology
- Possess good verbal and written communication skills
- Exercise proficiency in computing skills – including the use of Microsoft based programs (word, excel and access)
- Complete basic data collation and analysis, including some general office administrative tasks
- Work within tight time frames and budgetary constraints
- Proficiency in the use of GPS and navigation skills
- Willingness to work in remote areas for extended periods, including inter-state
- Ability to work autonomously or as part of a multidisciplinary team
- Hold a current manual driver's license

Remuneration package is negotiable based upon experience and will include a profit-share component.

To apply, please forward a copy of your resume with a covering letter that highlights your relevant experience, to:

Melanie Thomson, Wollongong Resource Group Manager, Biosis Research Pty. Ltd., 8 Tate Street, Wollongong NSW 2500 or mthomson@biosisresearch.com.au. Applications will close on Monday, 23 August, 2010.