

Office Administrator Wanted | Best gig in [location] | Applications close 30th July

✅ Do you want flexibility with working hours for better work-life balance? ✅ 2 days in the office, 3 days at home? ✅ The ability to choose when you start and finish work? ✅ A dynamic and exciting role? ✅ Great pay at \$28-35 p/h? ✅ To actually enjoy coming to work? ✅ Then this is your dream job!

Based in the beautiful hinterland of [location], [company] are award winning civil connection specialists with a fierce reputation for getting work done and having some fun. We work with developers, builders, local Councils, and a whole range of other major companies on the [location] to install, upgrade, or maintain our communities essential infrastructure – and we're looking for a superstar Office Administrator to join our team!

! IMPORTANT ! If you know the perfect fit **we will pay you a \$1,000 referral bonus** if they stay onboard for at least 3 months! Please start sharing this with your friends and family!

Why join [company]?

- ✅ \$28-30 per hour subject to skill level
- ✅ Flexible working hours between 8am – 5pm (perfect for school drop off and pick-up)
- ✅ Long-term stability with permanent role roughly 25-30 hours per week (also accruing super, sick, and annual leave)
- ✅ Full-time employment for the right applicant
- ✅ Family run business with strong family values
- ✅ Professional office space with hinterland views away from busy CBD (20mins from [ideal location], 60mins from CBD)
- ✅ Free onsite parking
- ✅ Regular BBQ's, fishing trips, basketball games, dinners, pool days!
- ✅ Waterfall hikes, beach trips, and early morning outings for toolbox talks
- ✅ Get all the training, qualifications, tech, and equipment you need
- ✅ Time off over Christmas
- ✅ Dynamic and interesting role that you'll have complete ownership over
- ✅ Established company with a stellar reputation and best team culture on the [location] (we've won multiple awards including the [awards]!)
- ✅ Positive and supportive boss who will look after you
- ✅ Grow with the company
- ✅ Employee of the month/year awards
- ✅ Have a TONNE of fun while you work!
- ✅ Regular training and workshops (mental health, leadership, physical wellness etc.)

But don't just take our word for it... click on the link below to hear from our team and WATCH a day in YOUR new life here at [location]:

[website URL]

Here's what you'll be doing day to day...

- 🟡 Responsible for assisting with scheduling, service coordination and wide range of administration activities across clients, suppliers, contractors, and trades that support the day-to-day business

- ☐ Making bookings for projects (vac trucks, concrete etc.)
- ☐ Organising Dial Before You Digs
- ☐ Responsible for quality assurance
- ☐ Managing and organising files, documents, and records in both physical and electronic formats including preparing physical job folders for the field crews
- ☐ Liaising with builders and Council for necessary permit approvals
- ☐ Lodging permits for traffic control and council applications etc.
- ☐ Managing the OHS systems for the company
- ☐ Managing the servicing maintenance of plant and machinery
- ☐ Management of our Servicem8 job management system
- ☐ Responsible for bookkeeping (data entry, reconciliation, debt recovery + follow up)
- ☐ Contacting clients, staff, and subcontractors to book / confirm projects
- ☐ Back costing projects
- ☐ Handling incoming and outgoing correspondence, including mail, emails, and phone calls
- ☐ Processing / management of supplier invoices
- ☐ Creation / management of purchase orders
- ☐ Assist with compliance documentation
- ☐ Supporting Director with various day-to-day duties
- ☐ Meetings with mgmt. team to update on progress and optimise service/efficiency
- ☐ Have fun, enjoy and be proud of what you achieve in your working day

Please apply if you tick these boxes:

- ☐ Minimum 2-3 years' experience in office administration
- ☐ Background working in civil/plumbing/construction/trade business (highly favourable)
- ☐ Experience using Servicem8 or similar tradie job mgt. software (highly favourable)
- ☐ Experience using XERO or similar accounting software
- ☐ Proficient computer skills – MS Word, Excel, Outlook
- ☐ High level communication (written/verbal), customer service, and interpersonal skills
- ☐ Highly motivated with strong attention to detail
- ☐ Exceptional organisation skills and ability to multi-task
- ☐ Can follow directions while also taking initiative to make things better
- ☐ Knowledge of Accounts Payable and Receivable processing
- ☐ Positive attitude and a strong team player that is polite, courteous, and friendly
- ☐ Excellence organisation, problem solving, and time management skills
- ☐ Ability to pick up new skills quickly and maintain accurate information
- ☐ Commitment to the efficient operations of a trade service business
- ☐ Willingness to take on more responsibility as the business grows
- ☐ Confident in asking questions about how things are done + enjoy 'getting things done'
- ☐ Can pivot and adapt when plans change

If this sounds like a good fit, please email your CV to [email] with a brief cover letter telling us why you're the best person for the job!

P.S. Life moves fast. If you're not happy, make the change!