

Full Time Office Manager Wanted! | Amazing Offer & Opportunity! | Apply Today!

[Applications close 30th July – get in quick]

Great pay with \$28-35 p/h ✓ Flexible work hours to suit your schedule! ✓ Choice of home / office split! ✓ Company iPhone & iPad provided! ✓ Fun & supportive culture with a team & boss who'll look after you! ✓ Tech, Training, & Uniforms all provided! ✓ Time off over Christmas! ✓ Enjoy a paid day off for your birthday every year! ✓

Would you like to work for a company who values the importance of family time and offers flexible hours? Would you love to be part of a talented team that knows how to work hard but have fun along the way?

Do you want a fresh challenge to learn, push the boundaries and grow as a person? Keen to go to work each day excited to be there and contribute to something positive?

Would it change your work life if you could work for a company that paid top dollar & gave you the opportunity to grow professionally?

[company] is a local, family owned, business that's committed to providing our clients with a high level of professional service in our plumbing, gas fitting and drain laying projects from maintenance work through to construction. We aim to employ motivated team members where the overall quality and pride in our work from the field to the office are the key factors to providing this service. Our services cover the following areas:

- Domestic and commercial maintenance
- New residential building
- Residential renovations
- Gas installations
- Gas servicing
- Property management maintenance/renovations
- School upgrades

! 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

Why should YOU join our growing team?

- ✓ Great pay with \$28-35 p/h!
- ✓ The choice of flexible working hours (perfect for school drop off and pick-up)
- ✓ Professional workplace with your own private office
- ✓ Get the latest iPhone!
- ✓ 1.5 weeks off over Christmas (we all shut down for this time to relax!)
- ✓ Have the option to work from home a couple days a week!
- ✓ Enjoy a paid day off for your birthday every year
- ✓ Have complete ownership over your role!
- ✓ Weekly Friday team lunch
- ✓ Regular social events (optional)
- ✓ We have a brand new Breville Espresso Machine! (we love a good coffee!)
- ✓ Get 10% off a gym membership at the local gym in the area!
- ✓ We often shout lunch + have a healthy snack bar at the office

- ✓ Family run business with family friendly values!
- ✓ Monthly Finish Early Fridays
- ✓ Long-term stability with permanent role!
- ✓ A free massage every month from the local massage experts on our street!
- ✓ Free onsite parking!
- ✓ Zero micromanagement or timesheets!
- ✓ Professional development budget
- ✓ Personal Awesomeness Day (an extra day of paid annual leave designed to provide you a day of self-improvement)
- ✓ Flexibility when it comes to personal and family commitments!
- ✓ Monthly morning teas to celebrate birthdays and milestones
- ✓ Seasonal team parties including Christmas + Melbourne Cup
- ✓ Amazing and modern facilities (kitchen and bathroom etc.)!

Key responsibilities:

- Answering the phone and following the admin manual enquiry scripts to ensure we assist client's queries in a polite and considerate manner
- Answering correspondence i.e. emails, Facebook, and website queries, etc.
- Creating jobs in our online software management system called Aroflo
- Assist with assigning the appropriate Plumber to each job
- Reconciliations of supplier invoices
- Creating and submitting for approval, all invoices for completed jobs
- Paying supplier invoices
- Back costing jobs to measure against our targets
- Human resources (Maintain and update staff induction packs, HR queries, etc.)
- Run our payroll (Using Xero accounting software)
- All Xero reconciliations for accounts payable/receivables etc.
- Taking ownership of client complaints, gathering information, and responding to clients
- Assist with Project Management of larger jobs i.e. organising sub trades, ordering plumbing fixtures, preparation of packs for tradesmen when working on larger jobs
- Assist the marketing manager with marketing functions to help grow the business/workload when required
- Manage other office functions i.e. scheduling vans in for servicing, paying vehicle registration fees, ordering stationery, etc.
- Have fun, enjoy and be proud of what you achieve in your working day.

The perfect applicant ticks these boxes:

- Minimum
- Have a drive and commitment to succeed
- Attention to detail – ensure work is to a high standard
- Passionate and committed to contributing to excellence in the business
- Highly motivated and focused
- Have an exceptional phone manner and able to handle any customer enquiry
- Is able to delight customers by exceeding expectations
- Experience running the office of a plumbing business or similar trade/construction business
- Well-presented and articulate
- Experience using AROFLO and XERO

If this sounds like the perfect job for you... then we encourage you to 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!