

Office Administrator Wanted. [location]'s Best Opportunity, Don't Miss Out!

- ✓ Do you want flexibility with working hours? ✓ 2 days in the office, 3 days at home? ✓ A dynamic and exciting role? ✓ Great pay: \$28-30 p/h? ✓ And to actually enjoy coming to work? ✓ Then this is your dream job!

Based in [location], [your company] are [location]'s trusted [your trade] specialists. We [insert what you do] – and we're looking for a superstar Office Administrator to join our team!

! IMPORTANT ! Know the perfect fit? Get a \$1,000 referral bonus if they're with us for 3 months.

Why join [your 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 p/week (also accruing super, sick, and annual leave)
- ✓ Family run business with strong family values
- ✓ Professional office space with [location] views away from busy CBD
- ✓ Free onsite parking
- ✓ Get all the training, qualifications, tech, and equipment you need
- ✓ Paid 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 in [location]
- ✓ Positive and supportive boss who will look after you
- ✓ Grow with the company
- ✓ Employee of the month awards
- ✓ Regular social events

See our website and visit our careers + videos page to learn more:

[relevant links]

Here's what you'll be doing:

- 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/receivables 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 [relevant industries]
- ☐ Experience using XERO or similar accounting software
- ☐ Experience using [job mgt. software] or similar tradie job mgt. software (highly favourable)
- ☐ 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

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!