

We're hiring! | Brisbane's Best Admin Assistant Wanted | DON'T miss out!

[Applications close 30th July – get in quick]

Earn great money with \$28-35 p/h ☒ Guaranteed 30 hours per week (9am to 3pm – perfect for school pick up/drop off)! ☒ Work from home OR the office, the choice is yours! ☒ Flexible start & finish times to suit YOUR schedule! ☒ Get the latest iPhone! ☒ Fun & supportive culture with a team/boss who'll look after you! ☒

If you're a superstar admin assistant wanting a fresh start at a growing & exciting new company look no further because **this is YOUR DREAM GIG!**

We're proud to present the hottest job opportunity in [location] right now with what we're calling our 'unicorn offer'... you can work part time (for greater work life balance & freedom in your life) ... STILL get paid fantastically... AND you get to CHOOSE when & how you work (whether it's from home or the office & what hours best suit YOU) ...

Sound too good to be true? It's not!!

[company] is a local, family owned, [trade] company that's been operating in the [location] region for over 15 years now and business is BOOMING! **We are looking to recruit a part time Admin Assistant** who will be responsible for assisting the director and office team with the day-to-day backend office operations of the business to help us take our service to the next level to better serve our clients!

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! So please start sharing this with your friends and family!

As if it couldn't get any better here's why this will be the best career move you ever make:

- ☒ \$28-35 p/h subject to skill level & experience
- ☒ Flexible working hours between 9am – 3pm (perfect for school drop off and pick-up)
- ☒ Long-term stability with permanent role (also accruing sick and annual)
- ☒ Professional working environment
- ☒ 2 weeks off over Christmas
- ☒ Low traffic office away from busy CBD
- ☒ Choose between working from home OR the office!
- ☒ Free onsite parking right outside the office
- ☒ Get all the tech, training, & equipment you need
- ☒ Dynamic and interesting role that you'll have complete ownership over
- ☒ Positive and supportive culture with a boss who looks after you!
- ☒ Enjoy a paid day off for your birthday
- ☒ Regular social events (during work hours!)
- ☒ Grow with the company (potential for more hours if wanted)
- ☒ Get the latest iPhone!
- ☒ Love where you work and be excited to get up every day!
- ☒ Enjoy a fulfilling career

Here's what you'll be doing:

- Making our customer's day! We're known for our amazing customer service & we need someone to keep up this reputation by providing a friendly & cheerful face for the business
- Go the extra mile/strive towards producing high quality work in appropriate time frames
- Be motivated & help your team to meet timelines & uphold our professional image
- Be in control of pricing/quoting, scheduling, back costing, & invoicing in a timely manner
- Communicate effectively with the Director regarding ordering & job progress
- Ensure all tax obligations are met (GST/PAYG), pay wages, & manage holiday pay
- Creating new jobs in our job mgt. software Tradify
- Assist with compliance documentation
- Ordering parts & materials
- Developing an admin system manual
- Management of credits back to suppliers
- Management of our vehicle database (keeping on top of servicing)

The perfect applicant ticks the following boxes:

- ✓ Minimum 2-3 years' experience in office administration
- ✓ Background working in electrical/plumbing/construction business (highly favourable)
- ✓ Experience using Tradify or similar tradie job mgt. software (highly favourable)
- ✓ Experience using XERO or similar accounting software
- ✓ Confident in asking questions about how things are done + enjoy 'getting things done'
- ✓ Highly organised to manage multiple tasks simultaneously
- ✓ Has a helpful attitude & an eye for detail
- ✓ Shows initiative and has the ability to solve problems
- ✓ Is a good communicator & team player!
- ✓ Is comfortable using computers, software & tech
- ✓ A creative streak to assist with social events, marketing activities (google, Facebook, database, mail chimp) & ways we can better our business with processes & scripts etc.
- ✓ Love to crunch the numbers & have knowledge of accounts payable, receivable & provide monthly reports (back costing too)
- ✓ Excellent customer service skills & phone manner to communicate well with clients
- ✓ Can sell ice to an eskimo, phone sales & answering enquiries is a big part of the role

So, if this sounds like the perfect role for you then please apply via email to [email] with a copy of your CV, a brief cover letter telling us why you're the right person for the job. But be quick, applications close 30th July!

P.S. Life's short... if you're not happy... make the change!