

Administrator

Hays | Construction • All Hobart TAS



Base pay

\$55,000 - \$65,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

22 Jan 2022



Expired On

23 Jun 2022



Category

Construction



Base pay

\$55,000 - \$65,000



Contract type

Permanent



Work type

Full time

Full job description

Your new company

Based in Hobart, this industry leading company has been operating for 35+ years and specialise in electrical services from facility management, communications, fire detection and much more. Due to recent growth they are expanding their Administration team.

Your new role

As an Administrator your core duty will be to provide support to the Office Manager to achieve successful operational outcomes for the business. These duties will include;

- Communicating with Customers, Technicians and Sub-Contractors
- Provide support to other staff as required
- General Office Duties
- Prepare & Present Contracts/Reports/Tender Submissions
- Liaising with Sub- Contractors
- Programmed Maintenance Administration
- Corrective Maintenance Administration
- Service Department Administration
- Create contract folders and site record folders
- Other admin duties as required

What you'll need to succeed

As the successful candidate, you'll have an Administration background in the construction sector or have had previous experience in a similar role. You'll also possess the following;

- Building/construction knowledge
- Proven track record of general admin
- Strong understanding of OH&S legislation and workplace safety
- Ability to multi-task autonomously
- High level of communication skills (written & verbal)
- Excellent time management skills

- Be a team player

What you'll get in return

You'll receive a permanent full-time position with an attractive annually package along with the opportunity to join a supportive team where you can grow and develop your administration skills.

What you need to do now

If you're interested in this role or would like more information and a confidential discussion on this role or to find out about more opportunities within Office Support contact Nathan Trost at Hays on 03 6108 5514 or email nathan.trost@hays.com.au

LHS 297508 #2593788